



Law firm requires the services of a **Senior Litigation Secretary to join our dynamic firm.** Must be able to work under pressure in a fast paced, legal environment.

KEY PERFORMANCE AREAS:

- Attending to all secretarial and typing functions associated with general legal work, e.g. commercial law and litigation.
- Completing large volumes of dictated typing work related to High Court litigation.
- Preparing lengthy affidavits, pleadings and notices.
- Preparing affidavits and formal applications.
- Preparing and typing client accounts.
- Debiting fees and preparing invoices.
- Calculation of outstanding balances.
- Following up on and collecting debts.
- Travelling and accommodation arrangements.
- Arranging for urgent service of legal documents and following up telephonically.
- Attending to filing, faxing, photocopying, taking messages and general office duties.
- Attending to administration of office files.
- Liaising professionally with clients, counsel, correspondents, witnesses, attorneys and sheriffs.
- Arranging and confirming consultations.
- Attending to enquiries from clients and other attorneys.
- Professional wording of own letters.
- Receiving, printing and sending e-mails.
- Diarising files and follow up on outstanding issues.
- Assisting generally in supervisor's practice and facilitating best use of professional time.
- Managing supervisor's practice in his absence.
- Preparing indices, paginating pages and preparing court bundles timeously and in a professional manner.
- Preparing draft court orders

MINIMUM REQUIREMENTS:

- Five years and above experience in a similar role
- Previous experience in a senior administrative position
- Previous Law Firm experience is a definite asset
- Strong PC skills i.e. Word, Excel, Power Point and MS Outlook
- Ghost Practice experience is an advantage
- Extremely detail oriented
- Proven ability to effectively prioritize work flow, manage time, work under pressure and plan ahead
- Excellent interpersonal, written and oral communication skills
- Ability to exercise good judgement, show initiative and be proactive
- High standards of ethics and confidentiality to handle sensitive information

QUALIFICATION/S:

- Grade 12 and a relevant secretarial qualification

REMUNERATION:

Negotiable

**E-Mail CV's to: hr@rwafrica.com
Attention: Thelma Molefe**