



MOROKA ATTORNEYS

BABUELEDI • PROKUREURS • AMAGQWETHA

Moroka Attorneys, based in Bloemfontein, is seeking to recruit an enthusiastic, energetic and self-motivated Legal Secretary to join our firm.

THE SUITABLE CANDIDATE MUST HAVE:

- At least 4 years' experience as a legal secretary (those working in a litigation department is distinct advantage);
- Strong attention to detail;
- Ability to work well in a team and on their own initiative;
- Good documentation preparation, including preparation of booklets for hearing and briefs to Counsel;
- Strong organisational and file management skills;
- Digital dictation experience;
- Excellent typing skills – minimum 60 wpm;
- Strong communication and interpersonal skills;
- Ability to work under pressure to meet deadlines;
- Experience of assisting with the preparation of billing reports and invoices;
- Proficient computer skills – MS Excel, PowerPoint, Word and Outlook;
- Familiarity with Keyhouse Case Management is an advantage.
- Familiarity with workflows, workplans, document tagging, document processing

and case management systems is a distinct advantage.

- Willingness and availability to work after working hours when requested.

This is an ideal opportunity to work in a busy and challenging environment.

The role will suit a motivated secretary with a great attitude, who is looking to grow their skills and build a career in a dynamic legal environment.

Previous experience in the litigation department of a law firm would be advantageous.

Salary at R4500 per month subject to negotiation. Only candidates who possess all of the criteria set out above will be considered for interview.

For more information contact L Tlelai:

051 447 2460 or send your CV to:
mwmoroka@tafrica.com / litsoanelo@moroka.co.za or letshego@moroka.co.za

Kindly note that applications must be sent by email only.

CLOSING DATE: 09 October 2015 @ 16h00