

PA/Legal

JOB SUMMARY: PA and Legal Assistant

The position requires a variety of administrative and Legal duties.

You will work closely with the Managing Director and Financial Manager.

RESPONSIBILITIES:

PA – Working closely with the Managing Director

- Managing the Directors' diaries and assisting with organizing appointments
- Completing daily administrative tasks and or research required
- Running any errands required (collection/deliveries)
- Provide an important first point of contact for partners, customers, employees and other stakeholders at the office
- Resolve administrative issues for the MD and the office, where appropriate to do so
- Take minutes in, transcribe meetings and share those with the relevant stakeholders
- Conduct or prepare any research the MD may need
- Managing information within relevant databases and CRM's
- Preparing meeting agendas, reports and presentations
- Operational HR tasks:
 - Staff leave,
 - Study leave,
 - Sick notes,
 - Attendance

Legal Duties – Working with the Managing Director and Financial manager

- Assist with BEE
- Review contracts and agreements
- Assist with writing up contracts and agreements
- Assist in reviewing all legal responsibilities for the company
- Review and improve and fill in the blanks for all legal items in general company administration
- Assist with developing and implementing our POPI responsibility

QUALIFICATIONS: LLB or Busines Management with an emphasis in legal or equivalent

REQUIREMENTS AND EXPERIENCE

- Demonstrated track record of success in providing executive administrative support
- Proficient computer skills, including MS Office, Excel, PowerPoint, Outlook, virtual meeting platforms
- Track record in contract work
- Experience and knowledge in legal tasks
- Business Management with a focus on legal or legal with a background in Business management

SKILLS

- Strong written and oral communication
- Sound planning and organizational abilities
- Proactive with the ability to self-manage and work autonomously in a fast-paced and changing environment
- Ability to manage multiple projects and tasks simultaneously with different deadlines
- Dependable, punctual, detail-oriented, independent problem solver with excellent follow-up skills