

COURT LIAISON AND ADMINISTRATION OFFICER (CAPE TOWN)

Date: 05 February 2024

A vacancy has arisen in the Facilities and Logistics Department for a Court Liaison and Administration Officer based in the Cape Town office.

Key areas of responsibility include:

- Attend to High Court / Magistrates and Masters Office requests
- Filing and Issuing of documents
- Daily liaising with court registrars, attorneys, corresponding firms and internal stakeholders
- Coordinating of court requests, messenger tasks and postal services (deliveries and collections)
- Daily, weekly and monthly stats to be completed of run sheets and all requests and services completed
- General Messenger services
- Print room services (photocopying, binding, machinery maintenance, stock controls)

Should you wish to discuss your interest in this position please contact:

Janine Theron
theronj@werksmans.com
021 405 5234

Requirements:

- Matric
- 2 years or more experience in legal services industry (Court systems and procedures)
- Must have a valid driver's licence
- Basic to intermediate computer skills

Competencies:

- Good interpersonal skills
- Display a professional demeanour and attitude
- Ability to work well under pressure
- Self-starter and deadline driven
- Ability to work efficiently and independently
- Ability to multitask with good administration skills
- Reliable and well organised
- Good written and verbal communication skills
- Positive outlook and willing to learn
- Team player

