

COMPETITION SECRETARY (GAUTENG)

Date: 6 March 2023

A vacancy has arisen in the Commercial Department for a Competition Secretary.



• Key areas of responsibility:

- Litigation, commercial and competition secretarial experience essential
- Amendments to complex documents (ability to work with track changes, cross-referencing, footnotes, comments, clipart, etc.)
- Annotating, highlighting, redacting, collating and compressing large sets of PDF documents
- Preparing, organising and arranging lengthy physical and electronic document records (e.g. merger filings, document discoveries, briefs to counsel, trial bundles, regulatory submissions, RFQs etc.)
- Retrieving legal texts from electronic databases for inclusion in documents
- Litigation: drafting and formatting of notices and pleadings during a Competition Tribunal / civil litigation process
- Dictaphone and copy-typing of a wide range of documents (often lengthy with complex layout)
- Preparing resource and client files
- Administering and organising legal practice (FICA, consultations, work-related travel)
- Preparing accounts for clients, posting time on a daily basis and monitoring payments to counsel
- Developing and maintaining electronic and physical filing systems and ensuring that the filing system is kept up to date

• Requirements:

- 4-5 years experience as a legal secretary
- Excellent knowledge of and technical skills with MS Word programmes (more specifically MS Word 2010), MS Excel essential and PowerPoint essential
- Knowledge on Aderant Expert (CMS) accounting system
- Knowledge on iManage
- Secretarial diploma/legal secretarial diploma/paralegal qualification (essential)
- Matric essential

• Competencies:

- Must be well-organised and conscientious
- Strong communication skills (verbal and written)
- Display attention to detail
- Good interpersonal skills
- Maintain confidentiality
- Honesty, reliability and punctuality
- Ability to multi-task
- Takes initiative
- Ability to work well under pressure
- Excellent client relationship skills

Should you wish to apply for this position please send your CV to Sarah O'Brien:

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