

Job Description

POSITION DETAILS			
Functional Designation	Back Office – Legal	Department	Legal
Sub Department	Branch Legal	HR Grade	
Location		Reporting Manager	
Job Purpose			
Back Office - Legal will play a crucial role in providing administrative support to our legal department, ensuring the smooth operation of legal processes and compliance with relevant regulations			
Principal Accountabilities			
<p>Legal Document Management: Organize, file, and retrieve legal documents, contracts, and correspondence.</p> <p>Document Preparation: Assist in the preparation of legal documents, such as memos, letters, and contracts.</p> <p>Research: Conduct legal research as directed by attorneys.</p> <p>Calendar Management: Maintain attorneys' calendars, schedule meetings, and coordinate appointments.</p> <p>Expense Management: Process legal expenses and maintain accurate records.</p> <p>Regulatory Compliance: Assist in ensuring compliance with legal and regulatory requirements.</p> <p>Data Entry: Enter data into legal databases and management systems.</p> <p>Administrative Support: Provide general administrative support to the legal department, including photocopying, scanning, and mailing.</p>			
Desired Profile			
<p>Bachelor's degree/diploma or equivalent.</p> <p>Strong organizational and time management skills.</p> <p>Attention to detail and accuracy.</p> <p>Proficiency in Microsoft Office Suite (Word, Excel, Outlook).</p> <p>Excellent communication and interpersonal skills.</p> <p>Ability to work independently and as part of a team.</p>			
Preferred Qualifications			
<p>Paralegal certification or experience.</p> <p>Knowledge of legal terminology and procedures.</p> <p>Experience working in a legal department or law firm</p>			