COMMERCIAL SECRETARY (CAPE TOWN)

Date: 1 October 2026

A vacancy has arisen in the Commercial Department for a secretary.

Key areas of responsibility include:

- Strong administration and organisational skills (diary management, arranging meetings, answering telephone calls and tracking messages in the absence of lawyers)
- Amendments to and formatting of complex documents (ability to work with track changes, cross-referencing, footnotes, comments, PowerPoint, etc.)
- Annotating, highlighting, redacting, collating and compressing large sets of PDF documents
- Preparing, organising and arranging physical and electronic document
- Dictaphone and copy-typing of documents
- Preparing resource and client files
- Administering and organising legal practice
- Preparing accounts for clients, posting time daily, monitoring payments to service providers, monitoring outstanding debtors and trust balances
- Developing and maintaining electronic and physical filing systems and ensuring that the filing system is kept up to date
- Maintaining/updating client contact details
- Capturing timesheets for professionals
- Preparing pre-bills and billing memos (sending same to clients)
- Managing debtors with the accounts department and clients
- FICA administration: engaging with clients and internal FICA department, tracking documents and following up to ensure the FICA requirements are met
- Managing team's electronic diary, including commercial deadlines and court dates
- General office and personal administration

Competencies:

- Must be neat, organised and conscientious
- Strong communication skills (verbal and written)
- Display attention to detail
- Good interpersonal skills
- Maintain high standards of confidentiality
- Honesty, reliability and punctuality
- Proactive, take initiative and be diligent
- Ability to multi-task and work well under pressure
- Excellent client relationship skills
- Excellent time management skills
- Knowledge of High Court procedure and documents advantageous

Requirements:

- Minimum 5 years experience as a secretary in a law firm
- Excellent knowledge of MS Word programmes (more specifically Office 365)
- Basic knowledge on Aderant Expert (CMS) accounting system would be advantageous
- Knowledge of iManage would be advantageous
- Matric essential

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

Janine Theron
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