



# TALENT ON TAP

ROLE: CANDIDATE ATTORNEY

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About the client:

Multi-award winning Boutique Law Firm based in Joburg North.

This is a full service firm offering personalised services to its wide range of clients. Between the owners, they have more than two decades worth of experience, the one owner having run his own firm in Bryanston, Johannesburg for the past 5 years, and the other having been a Partner at Schindlers Attorneys since 2015. The firm has 17+ employees and has developed an extensive network around the world. As South Africa functions as a gateway to Africa, they are skilled at assisting clients to do business on the African Continent. Their Specialties: are:

Family Law, Commercial Litigation, Delictual claims for damages, BEE related matters, Cyber and Social Media Law, Conveyancing, Property related matters, Criminal Law, Labour Law, Debt Collection, Insurance Law, Commercial Drafting and Advisory, Mediation, General Litigation, and Offshore Structuring and Advisory.

Awards:

*2019 -African Legal Awards*

*2021 - Acquisition International*

*2022-African Legal Awards 2022*

*African Legal MEA awards 2023*

*Corporate Livewire and Innovative Awards 2023*

*Best Boutique law firm -2023*

Position Overview:

We are seeking a highly motivated and enthusiastic individual to join our team as a Candidate Attorney. This position offers an excellent opportunity for recent law school graduates to gain practical experience and develop their skills in a proactive legal environment. The successful candidate will work closely with our team of experienced attorneys and support staff, receiving mentorship and hands-on training to prepare them for admission as a practicing attorney.

Responsibilities:

- **Legal Research and Analysis:** Conduct thorough legal research, review relevant case law, statutes, and regulations, and provide comprehensive analysis and summaries to support legal arguments and decision-making processes.
- **Drafting and Reviewing Legal Documents:** Prepare and review various legal documents, including pleadings, contracts, legal opinions, memoranda, and correspondence, ensuring accuracy, clarity, and compliance with legal requirements and internal standards.

- Court and Administrative Proceedings: Assist in the preparation and management of court and administrative proceedings, including drafting court documents, and providing support to senior attorneys.
- Client Communication and Support: Interact with clients, both in person and through written correspondence, to gather information, provide updates, and address inquiries under the supervision of senior attorneys.
- File and Document Management: Organize and maintain legal files and documents, ensuring proper indexing, version control, and confidentiality in accordance with firm policies and legal requirements.
- Collaboration and Teamwork: Collaborate with colleagues and support staff to ensure efficient workflow, knowledge sharing, and effective teamwork in delivering high-quality legal services to clients.
- Continuing Education and Professional Development: Stay updated with changes in legislation, legal precedents, and industry trends by attending seminars, workshops, and relevant training programs to enhance legal knowledge and skills.
- Requirements:
  - Education: A law degree (LLB or equivalent) from a recognized institution.
  - Strong Analytical Skills: Ability to analyze complex legal issues, identify key facts and legal principles, and apply sound legal reasoning to formulate well-supported arguments.
  - Excellent Communication: Exceptional written and verbal communication skills, with the ability to articulate legal concepts clearly and effectively to both legal and non-legal audiences.
  - Attention to Detail: Meticulous attention to detail in drafting and reviewing legal documents, ensuring accuracy and consistency.
  - Research Skills: Proficient in legal research methodologies and the use of relevant legal databases and resources to retrieve and analyze legal information effectively.
  - Time Management and Prioritization: Strong organizational skills to manage multiple tasks, meet deadlines, and adapt to changing priorities in a fast-paced environment.
  - Professionalism and Ethics: Demonstrated integrity, ethical conduct, and respect for confidentiality in handling sensitive legal matters.
  - Team Player: Ability to work collaboratively within a team, take direction from senior attorneys, and contribute positively to a supportive and inclusive work environment.
  - Computer Literacy: Proficiency in using legal research tools, word processing software, and case management systems.

This job description is intended to outline the general nature and level of work being performed by individuals assigned to this position. It is not intended to be an exhaustive list of all responsibilities,

duties, and skills required. The successful candidate may be required to perform additional tasks as needed.

**Desired Skills:**

- Education: A law degree (LLB or equivalent) from a recognized institution.

**Desired Qualification Level:**

- Degree

Send your CV and LLB Certificate to: [greer@talentontap.co.za](mailto:greer@talentontap.co.za)