

require the service of a Litigation Secretary

Duties:

- Administrative tasks related to High Court litigation, Magistrates Court litigation, Medical Negligence Claims, Personal Injury claims and Divorces.
- Schedule meetings, court hearings, and appointments.
- Assist in drafting emails, letters, and other written communication as required.
- Liaise with clients, court officials, and other third parties professionally and respectfully.
- Knowledge of Third Party claims will be an advantage
- Dictaphone Typing

Requirements:

- Grade 12 (further education in a legal or administrative field will be advantageous)
- Knowledge of the litigation process and basic legal principles (experience in High Court Litigation is essential)
- Proven organizational and multitasking abilities to handle a diverse workload efficiently.
- Excellent verbal and written communication skills.
- Proficiency in using office software and applications (e.g., Microsoft Office Suite, legal document management systems).
- Bilingual (Afrikaans and English).
- Demonstrated professionalism and the ability to maintain confidentiality in handling sensitive information.
- Knowledge of the High Court and Magistrates Court processes will be considered a significant asset.

Send CV to elriza@millers.co.za

On or before 12 February 2025