

C&A LAW is looking for:  
Legal Executives/Paralegals

C&A Law is a renowned law firm to have been established in Mauritius that has been serving clients across broad practice areas and geographies since 2009. C&A Law is an independent transactional and dispute resolution law firm. C&A Law has more than 15 years' experience in AML-CFT and regulatory compliance and provides up to the minute advice to companies in the financial industry to help them minimize their regulatory risks and adapt their businesses to the industry's fast evolving laws and regulations. We advise and guide our clients through the labyrinth of legislation, regulations, rules, and best practice codes that affect them.

Situated at Suite 1005, Level 1, Alexander House, 35 Cybercity, Ebene, 72201, Mauritius.

We are looking for candidates who want to grow with the firm and are motivated, dynamic and efficient and have good organisational and analytical skills and want to gain valuable exposure and experience in the legal/compliance/regulatory industry, and are ready to assist our directors and team of senior lawyers in order to face the challenges of the industry.

Duties and requirements for each post are attached as **Annexure A** (*Legal Executives/Paralegals*) to this document.

## Annexure A

### Legal Executives/Paralegals

We are looking for candidates who are holders of at least a Bachelor of Laws with Honours, BA (Hons) Law with Management, or a BSC (Hons) Finance (Minor Law).

Responsibilities will include:

- Drafting of contracts and other legal documents, corporate resolutions, recording and compiling witness statements in disciplinary or other corporate proceedings, and assisting in legal drafting for submissions in court and arbitral proceedings under the supervision of the legal team;
- Carrying out legal research, preparing legal briefs for litigation and arbitration matters;
- Translating legal documents from English to French or from French to English;
- Carrying out corporate due diligence searches and reviewing public records;
- Helping senior lawyers to meet clients' deadline;
- Providing further services as are required in relation to their post.

<u>Duration:</u>	Full Time
<u>Experience:</u>	With or without experience
<u>Remuneration:</u>	To be discussed at time of interview.
<u>Working Days/Time:</u>	From Monday to Friday- 9am to 5pm (subject to the exigencies of work)

Send your CV/Motivation Letter on: [info@calaw.mu](mailto:info@calaw.mu) along with a copy of your:

1. National Identity Card or passport number
2. School Certificate and Higher School Certificate
3. University Degree and related educational and professional certificates

Originals of documents will be required to be produced on the date of the first interview.

By: 30 March 2024  
Learn more on their company: <https://www.calaw.mu/>