

POST

Legal Executive/Paralegal

EMPLOYER

C&A Law, a leading Corporate/Commercial Law Firm in Ebene, Mauritius

DESCRIPTION

We are looking for junior associates/legal executives 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 industry, and are ready to assist our directors and team of senior lawyers in order to face the challenges of the industry.

RESPONSIBILITIES

Successful candidates will work under the supervision of the Partners of the firm and our team of lawyers and will assist them in their daily work, whilst providing valuable support in terms of drafting documents, preparation of briefs for court and arbitration matters and legal research.

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.

QUALIFICATIONS

Successful candidates must:

- Hold a valid university and/or postgraduate degree from a university of good standing in law, law and management, finance with law, or any other relevant field;
 - Have a good command of spoken and written English and French with good grammatical and punctuation skills;
 - Be proactive, steadfast, meticulous and pay attention to detail in their work;
 - Be ready and able to work under pressure for local and international clients;
 - Have good computer skills including a good command of MS Word, MS Excel, and MS Powerpoint.
- Candidates may be asked to undergo tests as to their skills before a final decision is made.

HOW TO APPLY?

Interested candidates must send a resume and a cover letter in English or French to info@calaw.mu , and should submit copies of inter alia the following documents along with their application:

1. National Identity Card or passport number
2. School Certificate and Higher School Certificate
3. University Degree and related educational and professional certificates
4. Letter of motivation
5. Updated Curriculum Vitae with full contact details

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

 Suite 1005, Level 1, Alexander House
35 Cybercity, Ebene, Mauritius

 (230) 466 0500  info@calaw.mu
 (230) 464 5401  www.calaw.mu