

BALWIN PROPERTIES

CAREER OPPORTUNITY

Junior Legal Associate

QUALIFICATIONS & EXPERIENCE REQUIRED

-  LLB Degree and Admitted Attorney
-  1-2 Years Post Admission
-  Experience Type : Commercial and Litigation preferrable with some exposure to Property and Construction advantageous
-  Required: Strong understanding of the law

Position Type:	Permanent
Job Role:	Junior Legal Associate
Location:	105 Corlett Drive, Sandton
Benefits:	Provident Fund / Medical Cover
Joining Date:	As soon as possible

SKILLS REQUIREMENTS

-  Admitted as an attorney - Notary and Conveyancing qualifications and/or experience is an advantage
-  Ability to work independently
-  Good understanding of legal principles
-  Commercial experience and an interest in real estate and construction

DUTIES AND RESPONSIBILITIES

-  Assist with administration to ensure compliant with various legislation and JSE requirements.
-  Understanding of POPIA and its impact on the business and assisting as the legal team with compliance requirements.
-  Drafting of policies in order to ensure that the necessary procedures are in place and adherence to legislative guidelines are being maintained.
-  Assists legal team with the legal compliance and acting within the ambit of the law.
-  Ensure he/she remains updated on all construction legislation and any new legislation in the industry.
-  Provide training and updates to all staff in relation to legislation updates and amendments.
-  Providing support and assistance to the legal team with the drafting, reviewing and updating of all legal agreements within the group.
-  Assisting the Senior Legal Advisor with research and drafting of legal opinions in relation to any legal matters raised against the group.
-  Provide assistance on rental queries.
-  Assisting and managing legal aspects of development projects.
-  Coordinating when required with external legal advisors.
-  Ensuring that all legal documentation utilized in the company are standardized and appropriately protects the Company standing and best practice.
-  Drafting of numerous types of commercial agreements and a strong understanding of property acquisition transactions.
-  Assist the Senior Legal Advisory with body corporates and ensures all governance is in order.
-  Understanding of the Broad Based Black Economic Empowerment Act and Codes with specific reference to the property sector scorecard.
-  Assist with the drafting finance documentation.

SKILLS AND TRAITS

-  Deadline driven
-  Ability to work well under pressure
-  Excellent verbal and written communication
-  Good interpersonal skills
-  Maintains confidentiality
-  Ability to work on multiple tasks
-  High sense of urgency
-  Good attention to detail
-  Ability to problem solve
-  Reliable and dependable

Should you wish to apply please send a motivational letter, CV, ID and Academic Records to careers@balwin.co.za

