

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 preferable 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**

