



CPB VACANCY

Legal Administrator

Job Summary:

The Legal & Compliance Administrator will provide key administrative and operational support to the Group Chief Legal & Compliance Officer and the Group Legal & Compliance Manager. The role focuses on managing legal and compliance-related processes, assisting with internal audits, and handling general administrative tasks. This position is well-suited for a detail-oriented and motivated individual looking to thrive in a fast-paced business environment.

This position requires strong organizational skills, a high level of confidentiality, and the ability to handle sensitive information.

Key Responsibilities:

Legal Administration

- Support the legal team by preparing, filing, and managing legal documents.
- Assist with reviewing and drafting legal correspondence, contracts, and agreements.
- Maintain and update legal records, databases, and documentation systems.

Compliance Support

- Assist with internal audits, including preparation, coordination, and follow-up.
- Ensure compliance with internal processes and regulatory requirements.
- Help maintain and update compliance policies, procedures, and checklists.

Coordination & Communication

- Collaborate with internal teams to collect necessary information and documentation.
- Act as a liaison with external stakeholders, such as auditors or legal partners, when needed.
- Schedule and coordinate meetings, preparing agendas and materials as required.

General Administration

- Handle routine administrative duties, including calendar management, correspondence, and filing systems (both physical and electronic).
- Coordinate the signing of agreements and ensure their proper storage and tracking.
- Assist with special projects and ad hoc tasks as assigned by the Group Chief Legal & Compliance Officer or Group Legal & Compliance Manager.

Key Attributes

- High level of confidentiality and integrity.
- Strong organizational and multitasking skills.
- Proactive and self-motivated with a willingness to learn.
- Excellent interpersonal skills and a collaborative approach.
- Attention to detail and ability to work in a fast-paced environment.

Qualifications:

- Minimum of 2–3 years' experience in a legal or compliance administrative role.
- A National Diploma or Degree in a Legal or a related field is preferred.
- Familiarity with legal documentation, contracts, and compliance processes.
- Experience with internal audits or related compliance functions is an advantage.
- A valid driver's license and own transport may be required for travel to meetings or site visits.

Application Process:

Interested individuals should send their applications to Vacancy@cpbonline.co.za

Applications close on **13th December, 2024**