

# **Job Description**

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Job TitleJob LocationCategoryLegal ExecutiveZanzibar CityLegalJob TypeJob levelIndustryFull TimeIntermediateReal Estate

Open to Expatriates

Only Open to Tanzanian Nationals

## Minimum Requirements

 Min Budget
 Max Budget
 Primary Industry

 Real Estate: 3 Years

Secondary Industry Primary Category Secondary Category

- Legal: 3 Years -

Certificate Qualification

- -

#### Summary

The Legal Executive will ensure the maximum output of the department by handling supporting functions.

### Responsibilities

- Conduct dispute data collection & gather relevant information from different sources.
- Manage and organize dispute calendar hearings and deadlines, organize case files, manage logistics, etc
- · Manage pleadings and discovery indexes
- · Collect and organize exhibits, documents, evidence, briefs, and appendices.
- · Liaise between teams and internal/external third parties
- · Assist with witnesses preparation
- · Management of clients soft folders
- · Management of clients physical folder
- · Management of resale folders
- Filing of clients documents
- · Management of Legal dispatch book Proper entry of dispatch and return of clients documents
- · Filing of clients documents As and when given
- · Management of legal query tools Proper entry of dispatch and return of clients documents
- · Dispatch of Client documents
- · Participate in CSR
- · Draft and management of official letters
- · Managing company license renewal calendar
- · Weekly reports
- Any Other task as assigned

#### **Education & Qualifications**

Law Degree and an Advocate of the High Court of Tanzania or equivalent qualifications.

#### Requirements

- At least two years' experience in a fast paced legal environment.
- · Demonstrated experience in working on large scale transactions with multiple stakeholders and client handling skills.
- Proficient in the use of IT Systems including Microsoft Office packages

- Highly organised with ability to juggle multiple deadlines in a fast-paced environment
- · Strong writing and communication skills along with attention to detail
- Extensive computer and database expertise

#### **Characteristics**

- Proactiveness
- Self-management
- · Organizational skills
- · Meeting deadlines
- Accuracy representation on weekly/monthly reports
- Professionalism
- Highly organized with the ability to juggle multiple deadlines in a fast-paced environment
- Strong writing and communication skills along with attention to detail
- Open-minded
- Positive can-do attitude
- · Highly motivated

# **Driving Licence**

Not Required

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