

Job Advert: Junior Legal Secretary at Cox Yeats

Location: Sandton, Gauteng, South Africa

Position Type: Full-Time

About Cox Yeats

Cox Yeats, a dynamic and professional law firm located nationally, is seeking a **Junior Legal Secretary** to join our team in **Sandton, Gauteng**. If you are highly organised, detail-oriented, and thrive in a fast-paced legal environment, we encourage you to apply.

Cox Yeats is a respected and well-established law firm with a history spanning over 60 years. Our team is dedicated to delivering exceptional legal services with a focus on professionalism, client relationships, and achieving excellence in all aspects of the law. We pride ourselves on our collaborative culture, which values individual contributions, professional growth, and maintaining a dynamic and inclusive work environment.

Key Responsibilities

- Display a professional and courteous manner when interacting with clients and colleagues. Provide administrative support to a team of Lawyers and assist with daily office operations. Type quickly and accurately, including Dictaphone and copy-typing of legal documents, court pleadings, affidavits, and correspondence.
- Follow up with clients on overdue invoices to ensure timely payments and minimise overdue accounts.
- Assist in the preparation of tender submissions and presentations. Incorporate amendments to documents and verify changes are correct. Index and update pleadings and discovery binders.
- Provide support for general office and personal administration. Coordinate flight and accommodation arrangements.
- Ensure FICA administration requirements are completed on time.
- Liaise with clients, counsel, presiding officers, experts, and other service providers. Maintain high standards of confidentiality.
- Handle diary management, telephone calls, and messages for Lawyers. Assist with managing records, projects, calendars, and client onboarding.
- Assist with the preparation of pre-bills, billing memos, and resource, counsel, and client files. Provide regular reports on accounts receivable status and overdue accounts to management. Reconcile customer accounts and resolve discrepancies as necessary.

Required Skills and Experience

- Matric essential; a minimum of 1-2 years' experience in a similar role. Proficient in MS Word and Excel, with excellent typing and formatting skills.
- Experience with legal software such as iManage, Harvest, and Lawpac is advantageous. Strong knowledge of legal terminology and documentation.
- Familiarity with Magistrate and High Court processes.
- Exceptional time management and organizational skills with the ability to multi-task and prioritize. Strong oral and written communication skills (grammar and spelling).
- Ability to work well under pressure and meet deadlines in a fast-paced environment. Ability to work collaboratively with a team of Lawyers and other professionals.
- Experience in handling debt collection, managing overdue accounts, and preparing billing documentation.
- Strong attention to detail and proactive in identifying and addressing potential issues.

- Must be well-organized, reliable, punctual, and take initiative.
- Good interpersonal skills and the ability to liaise effectively with clients, colleagues, and external service providers.
- Strong administration and organisational skills in diary management, telephone handling, and message tracking.

The Ideal Candidate

- Demonstrates honesty, reliability, and professionalism at all times. Has a keen eye for detail and is able to maintain confidentiality.
- Possesses excellent time management skills and is adept at handling multiple priorities. Has a strong ability to communicate effectively, both in writing and verbally.
- Works efficiently in a team-oriented, busy environment.
- If you are looking to build a successful career in a prestigious legal environment, apply today and join Cox Yeats Attorneys as a Junior Legal Secretary.

Culture Fit

Cox Yeats is a law firm that fosters a collaborative, respectful, and dynamic work environment where each team member is valued. We believe in growth, learning, and providing opportunities for personal development. As a Junior Legal Secretary, you will play a vital role in supporting one of the teams, contributing to the firm's success, and ensuring that the daily operations of the practice run smoothly. Our firm culture emphasises integrity, professionalism, and teamwork, and we are looking for someone who will embrace and contribute to this culture.

Why Join Cox Yeats?

- Work in a well-established, reputable firm.
- Be part of a supportive and inclusive team committed to fostering professional growth.
- Competitive salary package with opportunities for career development and performance-based bonuses that reward your contributions and achievements.
- Exposure to a varied and dynamic workload, with room for innovation, initiative, and the opportunity to increase earnings through performance-based incentives.

To Apply:

Please send your CV and a cover letter detailing your experience, skills, and motivation for applying to recruitment@coxyeats.co.za by **(11 September 2026)**.

Cox Yeats Attorneys is an equal-opportunity employer. We encourage applications from candidates of all backgrounds. Preference will be given to the previously disadvantaged designated groups as aligned with our Employment Equity Plan and Affirmative Action Targets.