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## Adams & Adams: Secretary Trainee Learnership Programme 2023 Apply Now

### Description

Adams & Adams is looking for enthusiastic, detail-oriented, and highly motivated individuals to join our Secretary Trainee Learnership Programme. As a Secretary Trainee, you will have the opportunity to gain hands-on experience in a prestigious legal environment and receive comprehensive training to develop your administrative and secretarial skills.

### Responsibilities

- **Administrative Support:** Provide administrative assistance to legal professionals, including managing schedules, arranging meetings, and preparing documents.
- **Document Management:** Organize, maintain, and file legal documents, ensuring they are easily accessible and confidential.
- **Client Interaction:** Interact professionally with clients, responding to inquiries, and managing communication effectively.
- **Research:** Conduct legal research and gather information to support the work of attorneys and other team members.
- **Record Keeping:** Maintain accurate records and databases, ensuring information is up to date and easily retrievable.
- **Office Management:** Assist with general office management tasks such as ordering supplies, managing equipment, and supporting office operations.
- **Learnership Training:** Participate in a structured learnership programme that includes both on-the-job training and classroom-based learning to build your skills and knowledge.

### Qualifications

- A minimum of a high school diploma (Matric) is required.
- Excellent communication skills, both written and verbal.
- Strong organizational and time management skills.
- Proficiency in using office software and tools (e.g., Microsoft Office).
- Attention to detail and a high level of accuracy.
- Professionalism and a commitment to maintaining confidentiality.
- A positive attitude and a willingness to learn and adapt.

### Job Benefits

- A competitive monthly stipend.
- Comprehensive on-the-job training and mentorship.
- Exposure to the legal industry and opportunities for career advancement.
- A supportive and inclusive work environment.
- The potential for permanent employment upon successful completion of the learnership.

### Contacts

### Hiring organization

Adams & Adams

### Employment Type

Intern

### Duration of employment

3 Months

### Industry

Law Practice

### Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

### Working Hours

09

### Date posted

March 22, 2024

### Valid through

09.11.2024

- 1. Prepare Your Application Materials:**
  - Update your resume to highlight your relevant skills, qualifications, and experiences.
  - Write a well-crafted cover letter explaining your motivation for joining the learnership programme and how your skills and background make you a suitable candidate.
- 2. Visit the Adams & Adams Career Page:**
  - Go to the official Adams & Adams website or career portal. Look for the “Careers” or “Job Opportunities” section.
- 3. Find the Secretary Trainee Learnership Programme Posting:**
  - Browse through the available job listings to locate the Secretary Trainee Learnership Programme position. It may be listed under “Learnerships” or a similar category.
- 4. Read the Job Description:**
  - Carefully read the job description and requirements to ensure you meet the qualifications and are interested in the position.
- 5. Complete the Online Application:**
  - Click on the specific job posting for the Secretary Trainee Learnership Programme.
  - Follow the instructions to complete the online application. This may involve uploading your resume and cover letter, and filling out an application form.
- 6. Submit Your Application:**
  - Double-check all the information you’ve provided for accuracy.
  - Once you are satisfied, submit your application through the online portal.
- 7. Confirmation:**
  - After submitting your application, you may receive an acknowledgment email confirming that your application has been received. Make sure to retain this confirmation for your records.
- 8. Wait for a Response:**
  - Adams & Adams’ HR team will review applications and contact selected candidates for further steps in the recruitment process, which may include interviews, assessments, or other evaluations.
- 9. Prepare for Interviews or Assessments:**
  - If you are invited for an interview or assessment, prepare by researching the firm, practicing common interview questions, and demonstrating your enthusiasm for the learnership programme.
- 10. Follow Up:**
  - If you haven’t heard back within a reasonable timeframe, consider sending a polite follow-up email to inquire about the status of your application.