

LEGAL ADVISOR

Optimi is looking for an individual that is knowledgeable with commercial law and contracts to join a team as a Legal Advisor. The successful candidate should have exposure to Compliance and Procurement.

Requirements:

- LLB Degree is essential.
- A Minimum of 5 years post admission experience.
- Must be computer Literate (MS Office, Excel, Word, PowerPoint etc.)
- Must be excellent in English (particularly written correspondence)
- Must be able to prioritize and meet deadlines.
- Own Transport (Beneficial).

Duties:

- Legal advisory, contract vetting and negotiation.
- Management of external legal suppliers.
- Budget Management.
- Ability to interpret and apply new or changing legislation.
- Collection and collation of board information as well as reporting to senior management.
- CIPC administration, compliance in addition to risk management.
- Oversee compliance with policies.
- Vendor and performance management.
- Oversee debt collection process and draft necessary documentation.

The position is based in Centurion.

Please note that preference will be given to employment equity candidates with the required experience.

Kindly send your CV stating the job title in the subject line to [**recruitment@optimi.co.za**](mailto:recruitment@optimi.co.za)

Should you not receive a call from us in 14 days, please consider your application unsuccessful.