

## **Job description – Associate**

### **Qualifications**

- Holder of a first-class or upper-second class LLB
- Qualified barrister or attorney, admitted to practice in Mauritius
- At least 1 to 2 years' experience
- Exposure on corporate and commercial law (ideally company law, insolvency law, employment law, capital markets, M&A, securities law, financial services law and banking law) is an asset

### **Key responsibilities and duties**

- Provide high-quality legal advice to clients on a broad range of matters
- Draft legal documents (pleadings, contracts, opinions etc) compliant with the firm's house style
- Conduct research and keep up-to-date with case law and procedures
- Attend to verbal and email queries from clients
- Participate and collaborate in business development initiatives (webinars, local and international publications)
- Be an active and inclusive team member and seek opportunities to work collaboratively across teams
- Any other cognate duties

### **Skills**

#### **Technical**

- Draft with clarity and precision
- Adopt a pragmatic, commercial and solution-driven approach to resolve clients' issues
- Produce legal documents which comply with laws and are client-focused and commercial
- Ability to explain legal matters in plain language to laypersons
- Demonstrate an analytical mind and high attention to detail
- Deliver tasks with high attention to detail
- Escalate issues where appropriate
- Implement and maintain standards according to AML/CFT laws

#### **Client management**

- On-board clients and liaise with compliance team for collection and assessment of CDD
- Take accurate notes during client meetings or calls
- Take instructions from clients and translate them into appropriate action
- Understand and compliance with time recording and billing processes and preparation
- Interact with clients, instructing counsel, opposing counsel, management companies and other counterparties

#### **Self-management**

- Strong commitment to continuing own professional development
- Excellent verbal and written communication skills in English and French
- Multi-tasker and ability to work in a fast-paced environment
- Proactive and self-starter
- Excellent organisational and time management skills
- Excellent computer skills
- Ability to meet deadlines and work efficiently
- Ability to work under pressure
- Team player and willingness to work in accordance with the firm's values

- Willingness to work outside of office hours
- Adherence to the firm's manuals and policies at all times
- Adherence to professional standards and code of conduct and ethics
- Understand the firm's financial targets and adhering to financial policies