

Job description – Senior Associate

Qualifications

- Holder of a first-class or upper-second class LLB
- Qualified barrister or attorney, admitted to practice in Mauritius
- At least 4 to 5 years' experience
- Prior experience in corporate and commercial law (ideally company law, insolvency law, employment law, capital markets, M&A, securities law, financial services law and banking law) is required

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
- Supervise and train associates
- Assist with billing, business development and other administrative activities
- Any other cognate duties

Skills

Technical

- Specialise in one or more practice areas, and develop technical skills in those areas
- 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
- Able to conduct meetings and conference calls on standard legal matters with limited to no supervision
- 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
- Participate in the administration of the firm (organising client events and team events, preparing and supervising the organisation and delivery of webinars and publications, etc)

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 comply with time recording and billing processes and preparation
- Proactive engagement with clients on and off deal with a view to building and maintaining strong client relationships
- Interact with instructing counsel, opposing counsel, management companies and other counterparties
- Manage client expectations and project delivery
- Responsible for preparing fee proposals, and bill preparation with the finance team
- Responsible for instructing the admin team concerning the dispatch and collection of documents

- Demonstrate awareness of the firm's practice areas and business development strategy and take opportunities to cross-sell

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
- Ability to lead a team and bring matters to completion
- Ability to work with minimal to no supervision
- 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
- Display an appetite for business development, client relationship management and other commercial activities