

Legal and Compliance Administrator

Company

Access World is a global logistics solutions provider with operations based in South Africa and most Southern African ports. We are a diverse and dynamic company looking for people who are driven, committed and passionate.

We have a 6 month fixed term contract vacancy for a **Legal and Compliance Administrator** in Durban, reporting to the **Legal Counsel**.

Legal and Compliance Admin

The purpose of the role is to assist the Legal Counsel to provide an effective legal and compliance service to the company. The incumbent will be responsible for general legal and compliance administration, co-ordination and reporting, including:

- Maintenance of contract, claims and insurance registers and documentation.
- Ongoing review and audit of documentation and contract files to ensure that they are up-to-date and compliant.
- Co-ordination of customer and supplier take on processes.
- Co-ordination of group compliance policies and procedures.
- Preparation of reports.
- Assisting and training staff.

REMUNERATION AND CONTRACT DETAILS

- Market related
- 6 month fixed term contract

Potential candidates should possess the following attributes:

QUALIFICATIONS AND EXPERIENCE

- 1 – 2 years' experience in the legal or compliance field.
- Legal or compliance qualification (or studying towards a legal or compliance qualification) preferable.
- Logistics industry experience an advantage.

COMPETENCIES

- Excellent administration, organisation and co-ordination skills, with a high level of accuracy and attention to detail.
- Excellent problem solving skills.
- Ability to work under pressure and meet deadlines.
- Ability to work independently within a prescribed framework.
- Proficient in Microsoft Office applications (Excel, Word, Outlook, PowerPoint.)
- Exceptional people skills.
- Excellent written and verbal communication skills and the ability to communicate effectively with staff at all levels within the organisation.

Please send your curriculum vitae to AFRCV@accessworld.com with subject **Legal and Compliance Administrator – Durban**. Applications close **25 January 2019**.