

To whom it my concern

Q LINK requires the services of a passionate and qualified individual to expand its dynamic team for enhancement of services to the clients.

Position: **Legal and Compliance Administrator**

Location: Pretoria East

Working conditions: Hybrid remote working (2 – 3 days a week remote working)

Contract: Permanent with a probation period

Offer: Market related

Vacancy Reference: Q2023004

Available: As soon as possible

Job Purpose:

To provide administrative support regarding legal contracts with customers. The role is responsible for drafting, filing documents and relevant materials, drafting reports and contracts and communication of such data.

Role Responsibilities:

- Draft initial contracts and termination of service agreements for clients.
- Update the billing system.
- Draft correspondence for legal contracts to clients.
- Ensure that the contract register is updated, and necessary changes are amended.
- Manage various administration tasks such as open new files, archive records and compile checklists.
- Extend initial periods for contracts and ensure that relevant updates occur.
- Manage reallocation of stop order facilities.
- Support operational departments to ensure they meet required regulatory compliance.
- Support accuracy of communications with respect to regulatory matters. Queries or any regulatory communication needed are referred to me either for response or assistance with the quality of the response.
- Support with due diligence requirements.
- Maintain relevant & up to date with Regulatory related matters.
- Liaise with external FAIS Compliance Officer.
- POPIA – Assist with POPIA requirements in the company.
- Maintenance of Stakeholder information.
- Compliance Administration, such as monthly reporting.
- Support the conclusion and maintenance of various agreements.

Preferred Requirements:

- Diploma or Degree in a legal field and / or Regulatory Compliance certification
- A minimum of 3 years' experience each on FICA, PAIA, TCF, POPIA, FAIS and FSRA Legislation and requirements.
- 2 Years' experience working with FAIS requirements.
- Knowledge regarding implementation of POPIA legal requirements.
- Microsoft Office Suite: To effectively utilise knowledge of the various MS Office product ranges (MS Outlook, MS Excel, MS Word, and MS PowerPoint).

Personality Attributes:

- Exceptional written and verbal communication skills
- Able to keep information confidential
- Should exhibit excellent time management and organizational skills to complete the assigned work effectively
- To be honest and trustworthy
- The ability to work in a team and as an individual
- Good presentation skills
- The ability to work under pressure and to tight deadlines

CVs can be sent to: hr@qlink.co.za

Q LINK will only be in contact with shortlisted candidates. If you have not received feedback within 3 weeks after the closure of the advertisement, then please consider your application unsuccessful in this instance.