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Adams & Adams: Secretary Trainee Learnership Programme 2025 Apply Now

Description

Adams & Adams is looking for enthusiastic, detail-oriented, and highly motivated individuals to join our Secretary Trainee Learnership Programme. As a Secretary Trainee, you will have the opportunity to gain hands-on experience in a prestigious legal environment and receive comprehensive training to develop your administrative and secretarial skills.

Responsibilities

- Administrative Support: Provide administrative assistance to legal professionals, including managing schedules, arranging meetings, and preparing documents.
- **Document Management:** Organize, maintain, and file legal documents, ensuring they are easily accessible and confidential.
- Client Interaction: Interact professionally with clients, responding to inquiries, and managing communication effectively.
- Research: Conduct legal research and gather information to support the work of attorneys and other team members.
- Record Keeping: Maintain accurate records and databases, ensuring information is up to date and easily retrievable.
- Office Management: Assist with general office management tasks such as ordering supplies, managing equipment, and supporting office operations.
- Learnership Training: Participate in a structured learnership programme that includes both on-the-job training and classroom-based learning to build your skills and knowledge.

Qualifications

- A minimum of a high school diploma (Matric) is required.
- Excellent communication skills, both written and verbal.
- Strong organizational and time management skills.
- Proficiency in using office software and tools (e.g., Microsoft Office).
- · Attention to detail and a high level of accuracy.
- Professionalism and a commitment to maintaining confidentiality.
- A positive attitude and a willingness to learn and adapt.

Job Benefits

- A competitive monthly stipend.
- · Comprehensive on-the-job training and mentorship.
- Exposure to the legal industry and opportunities for career advancement.
- · A supportive and inclusive work environment.
- The potential for permanent employment upon successful completion of the learnership.

Contacts

Hiring organization

Adams & Adams

Employment Type

Intern

Duration of employment

3 Months

Industry

Law Practice

Job Location

Pretoria, Gauteng, South Africa, 0002, Pretoria, Gauteng, South Africa

Working Hours

09

Date posted

October 8, 2025

Valid through

09.11.2026

1. Prepare Your Application Materials:

- Update your resume to highlight your relevant skills, qualifications, and experiences.
- Write a well-crafted cover letter explaining your motivation for joining the learnership programme and how your skills and background make you a suitable candidate.

2. Visit the Adams & Adams Career Page:

 Go to the official Adams & Adams website or career portal. Look for the "Careers" or "Job Opportunities" section.

3. Find the Secretary Trainee Learnership Programme Posting:

 Browse through the available job listings to locate the Secretary Trainee Learnership Programme position. It may be listed under "Learnerships" or a similar category.

4. Read the Job Description:

 Carefully read the job description and requirements to ensure you meet the qualifications and are interested in the position.

5. Complete the Online Application:

- Click on the specific job posting for the Secretary Trainee Learnership Programme.
- Follow the instructions to complete the online application. This may involve uploading your resume and cover letter, and filling out an application form.

6. Submit Your Application:

- · Double-check all the information you've provided for accuracy.
- Once you are satisfied, submit your application through the online portal.

7. Confirmation:

 After submitting your application, you may receive an acknowledgment email confirming that your application has been received. Make sure to retain this confirmation for your records.

8. Wait for a Response:

 Adams & Adams' HR team will review applications and contact selected candidates for further steps in the recruitment process, which may include interviews, assessments, or other evaluations.

9. Prepare for Interviews or Assessments:

 If you are invited for an interview or assessment, prepare by researching the firm, practicing common interview questions, and demonstrating your enthusiasm for the learnership programme.

10. Follow Up:

 If you haven't heard back within a reasonable timeframe, consider sending a polite follow-up email to inquire about the status of your application.