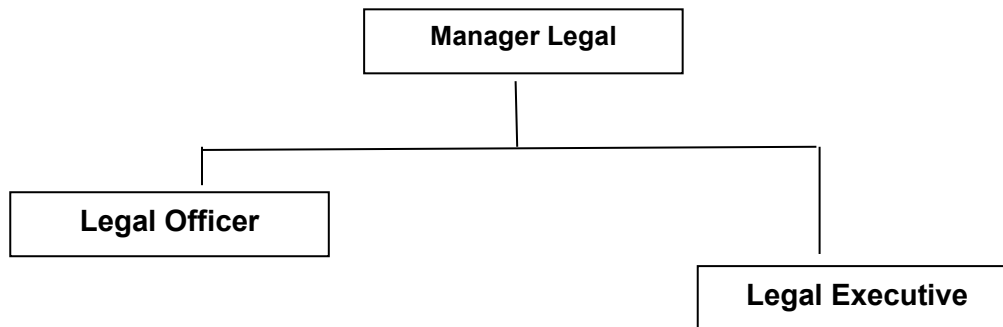


## JOB DESCRIPTION

Department:	Legal Executive
Responsible To:	Legal
Salary Band	Manager Legal
Responsible For: (Total number of staff)	\$12,898 - \$19,348
Job Purpose:	0
	<p>We are seeking a detail-oriented Legal Executive to assist our legal team with administrative tasks. The Legal Executive will be responsible for drafting and reviewing legal documents, maintaining the filing system, and communicating with clients.</p> <p>The ideal candidate has a solid understanding of legal terminology and principles, excellent written and verbal communication skills, and the ability to work well under pressure.</p> <p>This position will report to the Manager Legal.</p>
Date:	15 January 2026

## Organisation Context



Key Relationships	
<b>External</b> <ul style="list-style-type: none"> <li>• Fiji Court/Ministry of Justice</li> <li>• Beneficiaries and customers</li> <li>• Registrar of Titles, Deeds and Companies</li> <li>• iTLTB, Director of Lands, Housing Authority</li> <li>• Banks and other Registries</li> </ul>	<b>Purpose of contact with this person/s</b> <ul style="list-style-type: none"> <li>• Laws, regulations, filing, etc.</li> <li>• Estates &amp; Trust cases</li> <li>• Search and lodgment</li> <li>•</li> <li>• Consent and conveyance</li> </ul>

<ul style="list-style-type: none"> <li>• FRCS</li> </ul>	
<b>Internal</b> <ul style="list-style-type: none"> <li>• Management</li> <li>• Staff</li> </ul>	<b>Purpose of contact with this person/s</b> <ul style="list-style-type: none"> <li>• Reporting line</li> <li>• Filing of legal documents, conveyance, payments</li> </ul>

### **Qualifications**

- Proven experience of three years and above as Legal Executive.
- Legal Secretary and/or Administration Certification or Diploma.

### **Responsibilities**

- Provide administrative support to lawyers and enhance office effectiveness.
- Handle communication with clients, witnesses etc.
- Administratively support and attend trials.
- Prepare case briefs and summarise depositions, interrogatories and testimony.
- Conduct thorough statistical/documentary research.
- Source and verify important case intelligence.
- Produce and file various legal documents such as appeals, motions or petitions.
- Preserve an updated case record system.
- Answer phone calls, take notes/messages and redirect calls when appropriate.
- Maintain and update inventories of contact details.
- Facilitate the meeting of deadlines by keeping multiple agendas and provide timely reminders.
- Assist in the preparation of legal documents, conducting legal research, and maintaining case files for litigation and other legal service files.
- Ability to maintain confidentiality regarding sensitive legal information.

### **Knowledge and Skills**

- Knowledge of laws, legal terminology, regulations and court system.
- Knowledge of MS Office and ability to work with legal technology (court-filing, computer systems, TACAS etc).
- Working knowledge of litigation management software systems is a plus.
- Proficiency in English.

- Outstanding time-management and typing skills.
- Ability to multitask and being comfortable dealing with a diverse pool of people.
- Conveyance and Wills and Estate knowledge.
- Knowledge of Trusts and Equity.

#### **Additional Information**

- **Employment Type:** Full-time
- **Equal Opportunity Statement:** We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

**Application Instructions:** Please submit your resume and a cover letter outlining your qualifications and experience to [vacancy@fptcl.com.fj](mailto:vacancy@fptcl.com.fj).

<b>Change to job description</b>
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*From time to time, it may be necessary to consider changes in the job description in response to the changing nature of our work environment– including technological requirements or statutory changes. This Job Description may be reviewed as part of the preparation for performance planning for the annual performance cycle or as required.*

\_\_\_\_\_  
Name:  
Legal Executive

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Shiristi Kumar  
Manager Legal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved: Name: Ajaya Singh  
Chief Executive Officer

\_\_\_\_\_  
Date

<b>Work Complexity</b>
Most challenging duties typically undertaken, or most complex problems solved:
<ul style="list-style-type: none"> <li>• Ensuring compliance with all laws and regulations</li> </ul>

## **Freedom to Act**

Guidelines available to assist job holder to make decisions e.g., policy documents, standard procedures.

- FPTCL Standard Operating Procedures
- Fiji Public Trustee Corporation Act 2006
- Trustee Act 1966
- Wills Act 1972