



## **JOB VACANCY**

**Role:** Law Firm Office Manager

Dayspring Law Firm is a growing Douala-based law firm practicing law nationally and internationally. We are seeking an Office Manager to assist with accounting/billing, paralegal type tasks, and all other matters associated with running a law firm.

### **Key Responsibilities**

The office manager will be in charge of reception desk attendance and management, administrative and secretarial tasks and duties, office management, making and answering calls, scheduling appointments, conferences and client meetings, providing guidance to clients, guests and visitors, entertaining hospitality with guests, library management, file management and classification, participation in the organisation of workshops and training seminars, office procurement, time-keeping and invoicing, digital marketing and social media networking, and website administration and emailing.

### **Required Profile**

The ideal candidate should meet the following requirements:

- Be a holder of a suitable undergraduate degree
- Have strong IT and digital skills
- Have strong interpersonal, relational and communication skills
- Have strong writing skills in both French and English (Bilingual)

### **Complementary Information**

The position is a full time position with work time spanning Monday to Friday from 8 A.M. to 05 P.M. including a one hour thirty-minute break. Annual leave applies. Social security and health insurance coverage also applies.

The employment is for a one-year renewable contract of specified duration with six (06) months probationary hiring period. The initial contract is convertible to a contract of unspecified duration under the Cameroon Labour Code.

The position has a decent pay package which will rise with length of service and performance. The position is suitable for candidates who are comfortable working in a healthy and dynamic work environment. The candidate retained for the position should be ready to commence work as soon as possible. Interested candidates should send their curriculum vitae and motivation letter to the following email address: [ferdinanddoh@dayspringlaw.com](mailto:ferdinanddoh@dayspringlaw.com).

Candidates should address their application to the **Managing Partner** using the following reference: **DLF\_Law\_Office\_Manager\_2021\_Apply**.

**Closing Date:** Friday **February 26, 2021**, 11:59 PM GMT+1.

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