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Adams And Adams Learnership Programme 2026/2027 For Secretarial Trainee

Description

Adams & Adams is offering a Secretarial Trainee Learnership Programme for the 2024/2025 period, providing a structured, one-year training program to develop practical secretarial skills. The program aims to equip participants with essential skills required for a successful career in the legal and administrative sectors, focusing on comprehensive training in secretarial and business administration services.

The learnership runs from March 1st to February 28th of the following year and consists of two phases. During the first 5-6 months, trainees focus on building foundational skills such as typing, keyboarding, and familiarizing themselves with the legal environment. Only those who demonstrate exceptional performance will proceed to Phase II, which emphasizes advanced secretarial skills, including high-speed typing, audio transcription, and proficiency in using spreadsheets and presentation software. This phase also includes training in writing business correspondence, note-taking, and managing office tasks. Trainees will be exposed to various departments, including Patents, Trade Marks, Commercial, and Conveyancing, allowing for a well-rounded learning experience.

Responsibilities

Trainees will be responsible for:

- Developing typing and keyboarding skills.
- Learning and applying legal and administrative procedures.
- Handling various secretarial tasks, such as drafting letters, memos, and other business correspondence.
- Preparing documents, managing time efficiently, and maintaining a professional demeanor.
- Actively participating in both practical and theoretical training sessions across different departments.

Qualifications

Applicants must meet the following criteria to be eligible for this learnership:

- Aged between 18 and 30 years.
- Possess a Grade 12 certificate with Computer Applications Technology or a post-matric qualification in Typing/Keyboarding and MS Office applications, with a minimum typing speed of 25 words per minute.
- Demonstrate fluency in English, both written and spoken, with a C-symbol (60%-69%) in English being advantageous.
- Show a strong willingness to learn, work hard, and develop professionally in a demanding environment.

Job Benefits

The learnership provides training at no cost to the participants, who will also receive a monthly stipend for the duration of the program. The program covers essential secretarial and administrative skills, including MS Office proficiency, business

Hiring organization

Adams And Adams

Employment Type

Intern

Duration of employment

12 months

Industry

Law Practice Internships

Job Location

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

Working Hours

9

Date posted

December 2, 2024

Valid through

31.12.2026

correspondence, legal theory, and practical life skills. By the end of the learnership, participants will have developed advanced skills in business administration services, preparing them for careers in the legal and administrative sectors.

How To Apply?

Candidates who meet the eligibility criteria and are interested in applying for the Secretarial Trainee Learnership Programme should submit their applications, including a CV and supporting documents, through the specified application platform. Applicants are encouraged to provide complete and accurate information to ensure that their application is considered. Further details on application deadlines and procedures will be provided during the application process.