



## GhostPractice Templates Consultant

### Who we are

As a leading South African developer of legal software solutions for the South African and international markets, we are looking for a GhostPractice Templates Consultant to join our multi-national team.

If you are looking to grow your career and be part of a dynamic and result-driven team who are passionate about what they do, then this could be the perfect role for you.

### What you get to do every day:

- Understand all the functionality within Microsoft Word.
- Understand all the functionality within the GhostPractice system to enable you to create templates.
- Create and prepare client precedents on the GhostPractice system.
- Analyse and understand the information that the clients use to complete their precedents.
- Test documents with the project manager and client.
- Make amendments to documents as necessary and requested by the client.
- Train clients on using their templates from GhostPractice.
- Troubleshoot and problem solve on template errors and problems.
- Research on any document information relevant to creating these precedents.
- Develop and maintain a GhostPractice Precedent Library within your team.
- Train internal staff on Microsoft Word and the GhostPractice Template Manager.
- Keep your skills and knowledge up to date on any changes in Microsoft Word as well as GhostPractice Template Manager in order to maintain an excellent level of service at all times.

### Skills and experience you bring to the role:

- Must have matric.
- Proper phone etiquette.
- Ability to speak and write clearly and accurately.
- Legal document drafting knowledge and understanding.
- Willingness to cooperate with others and work to the greater good.
- Must have advanced word processing skills and be proficient in the use of Microsoft Word.
- Ability to manage time well.
- Ability to work well under pressure.
- Ability to work accurately at a fast pace and multitask.
- Good working knowledge of Windows Operating System, MS Office, Internet and MS Outlook

<address>

PO Box 240, Newlands, South Africa, 7725

<telephone>

+27 21 065 0060

<directors>

A J Basson / R Bryan / M Golden  
M Karpul / M Todes

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Great Westerford, 240 Main Road,  
Rondebosch, Cape Town, 7700

<web>

[www.korbicom.com](http://www.korbicom.com)

<Korbicom (Pty) Ltd>

Registration Number: 2000/010900/07



### Some benefits of working with us!

All staff participate in our group wide scheme such as medical aid and provident fund.

- We offer medical aid through Discovery Health.
- We have a provident fund with Old Mutual Investment Group.
- We offer a death and disability benefit through Sanlam.

A people friendly work environment including:

- Continental breakfast everyday between 07h00 and 09h00.
- Excellent coffee, cool drinks and treats in the office.
- Continuous training and development across all skillsets.

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