



**Permanent Position: Legal/Claims Assistant (Paralegal)**  
**Reporting To: Legal Manager**

An exciting opportunity exists for a suitably qualified and motivated individual to join our Legal team, based at our Umhlanga office.

**Role**

The Legal and Claims Assistant will provide administrative, legal and cargo claims support to the Legal Department across the Southern Africa Cluster. The role is suited to a candidate with a legal qualification and practical experience in legal administration, claims handling or a related commercial environment, with an interest in developing further within the maritime and logistics sector.

**Key Responsibilities**

- Provide legal and cargo claims support to the Southern Africa Cluster.
- Assist with the handling, tracking and administration of pre-claims, quantified cargo claims and related legal matters within required turnaround times.
- Communicate effectively with internal stakeholders, the global claims team, external attorneys, service providers, insurance brokers and other relevant parties.
- Lodge, monitor and facilitate terminal recoveries, including port and rail recoveries.
- Assist with third-party claims, including supporting documentation, follow-ups and the raising of invoices where required.
- Review and prepare claims and legal submissions for discussion with Managing Counsel.
- Maintain accurate legal, claims and insurance schedules, records and trackers.
- Provide weekly updates and reports to Managing Counsel on legal, claims and insurance matters.
- Provide general legal administrative support to Managing Counsel, including diary follow-ups, document management and matter progression.
- Assist with insurance renewals and claims-related engagements with insurance brokers.
- Assist with compliance requests, including POPIA and other requests for information, and liaise with relevant Head Office legal counterparts where required.
- Maintain confidentiality in respect of all legal, claims, insurance and compliance matters.

**Minimum Requirements, Qualifications and Experience**

- LLB degree or equivalent legal qualification is required.
- Minimum of 2 years' experience in legal administration, claims handling, insurance, logistics, shipping or another related commercial environment.
- Practical exposure to cargo claims, maritime, transport, logistics or insurance matters will be an advantage.
- Strong analytical, administrative and problem-solving skills, with the ability to manage documents, trackers and follow-ups accurately.
- Proficiency in Microsoft Office, including Word, Excel and Outlook.

**Personal Attributes**

- Able to work independently and collaboratively with cross-functional teams, while escalating matters appropriately and working under required supervision.

**B E T T E R   W A Y S**

**CMA CGM South Africa shipping Agency**

57 Richefond Circle, Building A, Ridgeview: Ridgeside Office Park ,Umhlanga Ridge, Durban, 4319P.O. Box 292, Durban 4000, Republic of South Africa

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- Strong organisational, time management, prioritisation and follow-up skills, with the ability to manage multiple legal and claims-related tasks within required timelines.
- Excellent attention to detail and accuracy when reviewing documents, maintaining trackers, preparing reports and managing claims records.
- Clear, professional written and verbal communication skills, with the ability to liaise effectively with internal stakeholders, external service providers and other relevant parties.
- Professional, ethical and discreet, with the ability to handle confidential legal, claims, insurance and compliance information responsibly.

If you would like to apply for this position, please send your CV by email to [dba.nsithole1@cma-cgm.com](mailto:dba.nsithole1@cma-cgm.com) by close of business on **13 July 2026**.  
Come along on CMA CGM's adventure !

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