



PARALEGAL

REPORTS TO: Attorneys-at-Law

SUPERVISOR TO: N/A

POSITION PURPOSE:

The incumbent will be expected to assist and provide a range of legal and administrative support to the organisation's Attorneys-at-Law; including maintaining and organising files, conducting legal research, and drafting documents.

DUTIES AND RESPONSIBILITIES:

1. Conducts legal research for and on behalf of Attorneys-at-Law relevant to the matters under consideration by the Legal Department.
2. Provides advanced administrative support to coordinate projects, events, department meetings or other initiatives requiring the ability to work independently including maintaining calendars and other timetables for the Attorneys-at-Law.
3. Drafts legal documents, including briefs, pleadings, appeals, agreements, contracts and legal memoranda, as directed by and for review of Attorneys-at-Law.
4. Preparation and verification of leases database and review and verification of information/ data in relation to leases to be executed by the Company.
5. Creates, transcribes, revises, proofreads and maintains a variety of legal documents under the supervision of the Attorneys-at-Law in the Legal Department.
6. Manages attorneys' daily schedules.
7. Answers telephones, take messages, sorts mail, reviews, and files client correspondence.
8. Maintains attorney contact lists and client files.
9. Performs other duties, as may be required from time to time.

REQUIRED KNOWLEDGE AND SKILLS:

- Thorough knowledge of legal research techniques.
- In depth knowledge of legal terminology and principles.
- The ability to analyse legal documents for accuracy.
- Intermediate to advanced level skills in Microsoft Word, Outlook, Excel and Power Point.
- Must be detail oriented.
- Strong communication and interpersonal skills.
- Superior organisational skills are required to maintain files, coordinate schedules and track a variety of data.

MINIMUM QUALIFICATIONS AND EXPERIENCE:

- Holder of an LLB and/ or paralegal certification.
- Minimum of three (3) to five (5) years' experience in a similar capacity.

Interested parties are asked to submit applications for the above contract position to:

Human Resource Manager
Estate Management and Business Development Company Limited (EMBD)
P.O. Bag 326
Couva Post Office
Or

Email Address: applications@embdt.org

Deadline for submission of applications is August 19th, 2020.