



The Jamaica Urban Transit Company Limited

seeks to recruit

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PARALEGAL

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Bachelor of Laws Degree or Paralegal Certification
- At least Two (2) years working experience in a similar post

CORE FUNCTION:

Reporting to the Legal Officer, the Paralegal will be required to perform general administrative support functions for the Legal Officer including legal research and drafting documents.

The successful candidate should also possess:

- The ability to work under pressure
- Sound knowledge of litigation practice and procedures
- Knowledge of contract law, commercial law and company law
- Knowledge of personal injury claims
- Sound knowledge of records management techniques
- Excellent analytical and organizational skills
- Proficiency in the use of Microsoft Office Suite and office machines
- Excellent researching skills
- Excellent oral and written communication skills
- Excellent creativity and problem solving skills
- A highly proactive and flexible work attitude
- Excellent administrative skills

Applications with detailed resumes should be sent by **December 15, 2021** to:

"Recruitment"

Jamaica Urban Transit Company Limited

Michael Manley Drive

P.O. Box 575

Twickenham Park

Spanish Town

St. Catherine

Email: recruitment@jutc.com.jm

JUTC, YOUR ROUTE TO EXCELLENCE