



**The Jamaica Urban Transit Company Limited**

***seeks to recruit***

***a***

**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 **March 25, 2022** 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](mailto:recruitment@jutc.com.jm)**

*Note: While we thank all applicants for their interest, only short-listed candidates will be contacted.*

**JUTC, YOUR ROUTE TO EXCELLENCE**