



## **Paralegal**

The JUTC is an agency of the Ministry of Transport and Mining, and is the exclusive provider of public transit services in the Kingston Metropolitan Transit Region (KMTR). The Company delivers public transport services seven days a week and in some instances up to 14 hours a day. The operations of the JUTC spread across various depots in the Kingston Metropolitan Transit Region (KMTR) – Spanish Town, Portmore and Rockfort.

We invite a proactive, administrative and analytical thinking individual to join the JUTC as our next **Paralegal**.

### **CORE FUNCTION:**

Reporting to the Legal Officer, the incumbent will be responsible to perform duties to include but not limited to providing administrative support functions for the Legal Officer including legal research and drafting documents.

### **KNOWLEDGE & SKILLS EXPERIENCE:**

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

### **REMUNERATION:**

*Salary at \$3,770,761.00 per annum, payable monthly*

A detailed curriculum vitae should be sent by **May 15, 2023** 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**