



Position: **Paralegal**

Service Group: **Office of the Corporate Counsel Services**

Qualifications:

- Candidate must be a graduate of a Business/ Legal course.
 - Political Science or Legal Management graduate is an advantage
- At least 1 year of professional experience in the related field is required.
- Knows how to drive

(Legal research; document drafting and review)

Job Description:

- Assists in the preparation of transactional documents;
- Conducts research, factual investigation and analysis;
- Assists in preparing depositions, cases for trial and makes communication with client and witnesses;
- Drafts legal documents;
- Organizes and tracks files for important transactions or case documents;
- Serves as liaison officer to govt. agencies;
- Performs other related duties and functions as may be deemed necessary;