



**MIC-IT INVITES APPLICATIONS FROM SUITABLY QUALIFIED
CANDIDATES FOR THE FOLLOWING POSITION WITHIN OUR LEGAL
DEPARTMENT, OFFICE OF THE CHIEF EXECUTIVE OFFICER:**

LEGAL SPECIALIST

OVERVIEW

The **Legal Specialist** is primarily responsible for providing legal, administrative and clerical support to the Office of the Legal Counsel/ Corporate Secretary. The incumbent is the custodian of MIC-IT's legal files. Duties include establishing and organising files and assisting with the planning and coordination of Board of Directors Meetings.

JOB SUMMARY includes

1. Establish and maintain a file management system for efficient storage and retrieval of files
2. Organise case files, meet deadlines, document actions, input information into the file database, and prepare case summaries and materials for mediation, conciliation sessions, and case reviews
3. Liaise with Legal Counsel to confirm case status and update files accordingly
4. Research on regulations, laws, and legal articles to assist in preparing reports, case files, and legal advice
5. Draft documents relevant to the operations of the Legal Department under the supervision of the Legal Counsel/Corporate Secretary
6. Support trial proceedings by organising evidence and preparing exhibits
7. Assist in planning and organising the Company's Annual General Meetings
8. Prepare compliance documents pursuant to the State Enterprises Performance Monitoring Manual in consultation with and under the supervision of the Legal Counsel/Corporate Secretary
9. Provide administrative support to the Legal Counsel/Corporate Secretary, handle internal and external communications, and enhance office efficiency
10. Attend meetings and conciliation sessions, providing administrative support as required
11. Maintain contact lists, manage correspondence, schedule appointments and update a detailed calendar relative to the Office of the Legal Counsel/Corporate Secretary
12. Perform all other related duties as required



MINIMUM QUALIFICATIONS & EXPERIENCE

1. Bachelor of Laws (LLB) degree preferred, or an Associate's Degree in Paralegal Studies with a paralegal certificate
2. A minimum of five (5) years' relevant experience, ideally in a law firm or corporate legal department, as a legal assistant, secretary, or paralegal
3. Any other equivalent combination of relevant training and experience

REQUIRED SKILLS & COMPETENCIES

1. Ability to interact effectively with personnel at all levels, both within and outside the organisation
2. Outstanding reporting, research and legal administration skills
3. High degree of professionalism, dependability and confidentiality
4. Proactive mindset with the ability to work independently
5. Familiarity with online court filing systems
6. Knowledge of the Company's Registry Online System
7. Keen attention to detail
8. Strong multitasking and time management skills
9. Excellent written, verbal, and interpersonal communication skills
10. Proficiency in Microsoft Office Suite

APPLICATION AND DETAILED RESUME SHOULD BE SUBMITTED TO:

Manager, Human Resources
MIC Institute of Technology (Head Office)
5A Century Drive, Trincity Business Park, Macoya
Or email to recruitment@mic.co.tt

CLOSING DATE FOR APPLICATIONS: FRIDAY, 4 APRIL 2025

We would like to thank applicants for their interest and we wish to advise that only those candidates considered will be contacted.