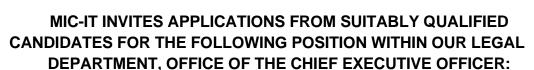


CAREER OPPORTUNIT

TRAINING SERVICES INDUSTRY SERVICES CONSTRUCTION



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
- 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



CAREER OPPORTUNIT

TRAINING SERVICES INDUSTRY SERVICES CONSTRUCTION

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.