

CURRENT OPPORTUNITIES

LITIGATION ASSOCIATE, Attorney-at-law

The successful candidate will be a performance driven attorney-at-law experienced in the following practice areas: personal injury, motor vehicle accidents, commercial and general civil litigation. He or she will have uncompromising ethical standards, commitment and be serious about career-building; thus willing to invest the commensurate time in a challenging and rewarding position.

Competitive compensation package is offered.

QUALITIES REQUIRED

1. Ability to communicate effectively in legal pleadings and in court
2. Ability to work with minimal supervision, organize well and handle multiple projects in a timely manner
3. Ability to maintain strict deadlines
4. Energetic and enthusiastic
5. Strong interpersonal and communication skills with the ability to deal with demanding clients in a professional manner.
6. Creative thinker with strong management skills
7. Results oriented
8. Excellent command of the English language

QUALIFICATIONS AND SKILLS EXPERIENCE

1. Excellent academic qualifications
2. Practicing Certificate issued by Council of Legal Education in Jamaica or the ability to attain admission to the Jamaican bar within six months of appointment
3. Be in good standing with General Legal Council and other applicable professional governing bodies
4. Minimum of three years experience with primary responsibility for civil litigation matters
5. Knowledge of computer operations and software
6. Owner of motor vehicle and valid driver's license

LEGAL ASSISTANT

This professional will primarily provide efficient and effective administrative and paraprofessional legal support to the Attorneys.

QUALITIES REQUIRED

1. Excellent communication skills – written and oral
2. Highly developed interpersonal skills
3. The ability to work on own initiative and manage time effectively
4. Excellent research and documentation skills
5. The ability to analyze and interpret data
6. A high level of integrity and loyalty
7. The ability to work well under pressure and to work flexible hours

QUALIFICATIONS AND SKILLS EXPERIENCE

1. Minimum of a paralegal certificate or “A” Level Law; a law degree would be a distinct advantage - *experience in a similar capacity would be an asset*
2. Proficiency in the use of computer applications – especially Microsoft Office Suite
3. Very good typing skills

A high regard for confidentiality, uncompromising ethical standards and a willingness to invest the commensurate time in a challenging and rewarding position are critical.

FRONT DESK ADMINISTRATOR

This polished professional is required to provide exceptional service as a front office receptionist as well as effective and efficient administrative assistance to the firm's attorneys.

QUALITIES REQUIRED

1. High level of confidentiality
2. Excellent communication skills – written and oral
3. A pleasant demeanour and highly developed interpersonal skills
4. A pleasant voice
5. The ability to work on own initiative and manage time effectively
6. A high level of integrity and loyalty
7. The ability to work well under pressure and to multi-task

QUALIFICATIONS AND SKILLS EXPERIENCE

1. Tertiary level education with very good passes in English Language and Mathematics
2. Minimum of one (1) year experience in a similar capacity
3. Proficiency in the use of computer applications – particularly MS Excel and MS Word
4. Good typing skills