

<b>Job Title</b>	Paralegal
<b>Reports to:</b>	Associate Partner
<b>Grade Level</b>	Level 5
<b>Supervises</b>	NIL

### Key Roles and Responsibilities

- Preparing of affidavits, legal correspondence and other documents for associates.
- Organising and maintaining documents in a paper or electronic filing system.
- Helping prepare for trails by organising exhibits and assisting with other task as needed.
- Preparing briefs, wills contracts, pleadings, appeals and other legal documents.
- Investigating facts and laws of cases and searching public records and other resources to prepare cases and determine causes of action.
- Directing and coordinating law office activity.
- Gathering and analysing statutes, decisions and legal articles, codes , documents and other data.
- Must be able to effectively multi-task, manage time sensitive documents and have exceptional organisational skills in a fast paced environment.
- Prepares payroll and keep time sheet for all the employees.
- Complete termination paperwork and exit interviews and submit report to HR Management.

**Job Attribute and Skills**

- Effective communication skills.
- Excellent written and verbal communications skills.
- Proficient with Mac operating system
- Works well under pressure and meets deadlines.

**Experience and Qualifications**

- Should have 0-3 yrs of experience in the same field.
- Must have Bachelors in Law