



CEAC Outsourcing Company Limited is currently seeking a qualified and experienced candidate to fill the position of **Paralegal Officer** for our client, **The Students' Loan Bureau**.

QUALIFICATIONS

- First Degree in Management or equivalent.
- Certificate in Paralegal Studies.
- Three (3) years as a Paralegal.

SPECIFIC KNOWLEDGE

- Knowledge of the Laws of Jamaica
- Knowledge of the Bureau's Policies and Procedures

RESPONSIBILITIES

Planning

- Contribute to the development of the Legal and Compliance Division's annual strategic planning process, resulting in the division's cascaded strategic plan and scorecard.
- Update, in conjunction with direct supervisor, own Job Accountability, ensuring alignment to the Bureau's cascaded strategic plan and scorecard.
- Develop, in conjunction with direct supervisor, own individual development plan arising from the performance review process.

Execution

- Prepares writs and summons as per stated guidelines and formats.
- Provide administrative support to the General Counsel in organizing workflow through scheduling, making necessary arrangements for meetings, visits and providing necessary follow up procedures/activities, ensuring efficient workflow.
- Completes and maintains the litigation checklists and submits to the Legal Counsel along with all required documentation for verification.
- Maintain an efficient records management system in order to be able to locate, copy and attach all required documents for litigation to relevant litigation files, then make and place copies of all relevant documents including calculations on the in-house files.
- Monitors the progress on all litigation accounts and do all that is necessary to ensure they reflect the accurate status on the accounting and information systems.

- Update approved activities, that carry a financial impact, on the clients' accounts and pass the necessary documentation to the General Counsel for verification.
- Updates the system with comments from the clients, referees and co-signers and initializes those comments for tracking purposes.
- Maintains computerized diary system for payments and follow up.
- Prepares periodic reports in accordance with required deadlines and formats for internal as well as external reporting.
- Responds to correspondence and queries from clients, via telephone, mail, fax, or walk-in customers.

Monitoring and Reporting

- Contribute to the preparation of the Legal and Compliance monthly performance report in the scorecard format, then attend the monthly divisional strategy review meeting in discussing performance issues, ensuring there are diagnoses and corrective actions for any performance variances.

Basic Salary Starts: \$2,803,771.00

Apply: recruitment@slbj.com