



BARRISTERS  
& ATTORNEYS

Requires  
**Paralegal**

This is a highly responsible position within our Firm. The successful applicant must have, as a minimum, two (2) years' paralegal experience and a recognised paralegal qualification, must be capable of working well under pressure, and must be flexible and willing to work overtime on an as needed basis.

**The successful candidate should have:**

- a minimum of two years' post qualification experience working as a paralegal in a private practice in a dispute resolution legal environment – applicants with other suitable experience will also be considered;
- a sound educational background with a recognised paralegal qualification or law degree or equivalent;
- experience assisting attorneys with contentious legal proceedings;
- a working knowledge of Microsoft Office including Microsoft Windows, specifically Word, Excel and Outlook;
- a professional attitude and approach with strong organisational skills and the capability to produce quality work under pressure;
- self-confidence and the ability to deal effectively and without supervision with both local and international clients; and
- excellent communication skills, both verbal and written, and the ability to exercise discretion and confidentiality in all matters.

An attractive remuneration package is available. This is an excellent opportunity for a talented, hard-working individual who can demonstrate an ability to thrive in a dynamic and team-orientated environment, with general duties to include:

- conducting legal and factual information research, as directed;
- drafting legal memoranda for attorney review;
- drafting and reviewing court and tribunal pleadings, including writs, originating summonses, interlocutory pleadings, affidavits, and witness statements, as appropriate, at the specific direction of senior attorneys;
- drafting of correspondence for attorney review; and
- assisting with document review and other discovery related work.

Interested applicants should apply by email together with Curriculum Vitae marked PRIVATE & CONFIDENTIAL to [jobs@mjm.bm](mailto:jobs@mjm.bm) or to:

Human Resources  
MJM Limited  
P.O. Box HM 1564, Hamilton HM FX  
Thistle House, 4 Burnaby Street, Hamilton HM 11  
Tel. 441.292.1345

**Closing Date: August 6, 2019**