



**THE NATIONAL GAS COMPANY  
OF TRINIDAD AND TOBAGO LIMITED**

# EMPLOYMENT OPPORTUNITY

**THE NATIONAL GAS COMPANY OF TRINIDAD AND TOBAGO LIMITED (NGC)** is an internationally investment-rated company engaged in the development of Trinidad and Tobago's natural gas sector and energy-related businesses.

NGC purchases, transports and sells natural gas in Trinidad and Tobago. The Company owns and operates the country's natural gas transmission and distribution pipeline network, comprising both offshore and onshore segments. In addition, through investments and shareholdings, NGC is involved in the processing of natural gas and LNG, as well as the promotion and facilitation of investments in the local natural gas energy sector.

NGC is currently seeking to recruit an outstanding, results-driven individual for the position of:

## PARALEGAL Job ID#11144

### OBJECTIVE:

This position is responsible for the provision of paralegal assistance and support to the Vice President - Legal and Corporate Affairs in the execution of the Legal and Corporate Affairs Group's objectives and in alignment with the Strategic Direction/Objectives of NGC and the NGC Group of Companies.

### The minimum requirements for the position are either:

- A First Degree in Law, Business or in any other related field
- At least three (3) years' experience in a law firm or in a similar legal environment
- An Associate Degree in Paralegal Studies or in an equivalent field of study will be considered an asset OR
- An Associate Degree in Paralegal Studies or in an equivalent field of study
- At least six (6) years' experience in a law firm or in a similar legal environment

### Knowledge, Skills and Abilities:

#### *Working knowledge of:*

- Document Management Systems
- Office Administration Practices and Procedures and in related trends
- Corporate Policies and Procedures
- Business Administration and related trends

#### *Working knowledge of (Con't):*

- Trends in the field of Information Management, Data Maintenance and Data Management

#### *Skills:*

- Excellent Communication, Research and Development Skills
- Good Report-Writing skills
- Good Vetting skills and must pay attention to detail and accuracy
- Good Problem-Solving and Analytical skills and in developing workable solutions
- Good Team-Building and Interpersonal Skills
- Good Work Organisation and Multitasking Skills
- Innovative Skills
- Proficient in Microsoft Office Suite Software
- Proficient in NGC's Enterprise Document and Records Management System (EDRMS), especially the TRIM Software Application

#### *Abilities:*

- To be self-motivated, task-oriented and able to work independently with general supervision and support
- To maintain confidentiality and to abide by the Confidentiality Requirements of NGC and the Legal and Corporate Affairs Group
- To be dependable and available

**NGC offers a competitive compensation package, inclusive of Housing Allowance, Pension Benefits, Group Life Medical Coverage, Computer and Educational Loans.**

Interested candidates are required to apply online via the Careers tab at [www.ngc.co.tt](http://www.ngc.co.tt) where further job details are posted. New candidates will be required to create a Candidate Profile Account by clicking the View Jobs button.

**Closing date for receipt of applications is Wednesday November 15th, 2017.**

Unsuitable applications will not be acknowledged.

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**MEMBERS OF THE NGC GROUP OF COMPANIES**