

HAND-IN-HAND TRUST



CORPORATION INC.

JOB OPPORTUNITY

The Hand in Hand Trust Co. is inviting suitably qualified persons to fill the under-mentioned position within the Legal Department:

Position: **JUNIOR SUPERVISOR - LEGAL**

Requirements:

Qualifications: A Diploma in Business Administration or equivalent, with at least three years exposure in the legal field.

Or

Five (5) Subjects CXC including English & Mathematics - Grades 1-3, with at least five years of exposure in the legal field.

Competencies: Must be able to work with minimum supervision.
Must possess excellent negotiation and communication Skills (oral & written).
Must have excellent organizational and analytical skills.
Must be Resourceful
Must be able to use initiative and maturity of judgment.
Must be Computer Literate.

Job Description is available from the Human Resources Department or The Hand in Hand Trust web site www.handinhandtrust.com

Applications should be sent to:

The Jnr. Assistant Manager
Human Resource Department
Hand-in-Hand Trust Corp.

OR

tenekat@handinhandtrust.com

Applications Deadline – August 26, 2022

Only short-listed applicants will be contacted

HAND-IN-HAND TRUST



CORPORATION INC

Legal Department - Junior Supervisor Legal Services

List of Duties

- Maintaining records of mortgages and cancellations filed in the High Court.
- Co-ordinate the preparation of Mortgage Deeds and Mortgage cancellations on behalf of the Trust.
- Maintaining contact and liaising with the Attorneys at Law regarding legal matters in the interest of the Trust Corporation.
- Assist in accompanying the Marshall/s and Bailiff/s of the Supreme Court to the customers' (defendants) premises; in order to effect the service of summons.
- The drafting of affidavits, in relation to the approval of new mortgage loans.
- Attending court on behalf of the Trust, to facilitate the execution and cancellation of mortgages
- Uplifting Mortgage Deeds, Certificate of Titles, Transports, leases etc. after being processed by the Land and Deeds Registry and placing same in safe keeping.
- Documenting received Mortgage Deeds, Certificate of Title, Transports, Leases etc.
- Checking the Official Gazette on a weekly basis, for matters in the Trust's interest.
- Assist in the processing of mortgage cancellations.
- Responsible for the filing, uplifting, recording and securing Bills of Sales.
- Responsible for maintaining a register for and, monitoring the renewal dates of Bills of Sale.
- Processing the renewal of Bills of Sale.
- Assisting in the return of legal documents to customers after the cancelation of Mortgages/Bills of Sales is complete (e.g. Transports, Titles, Leases, Vehicle Registration etc.)
- Assist in the seizure of vehicles from delinquent customers.
- Performing any other duties which may be assigned by the General Manager or Senior Officer's of the Trust.
- Any Other duty applicable to the position