

# Paralegal

November 2019

Trident Trust is a leading independent provider of corporate, trust and fund services to the financial services sector worldwide, employing over 900 staff across a global footprint that spans Africa, the Americas, Asia, the Caribbean, Europe and the Middle East. Client-focused and service-oriented, we only employ individuals who are professionally minded, committed and able to demonstrate good interpersonal skills.

## The Role

We are seeking a paralegal to join our established USVI office. 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. This is a highly responsible position within our firm and is available as full-time or part-time.

## Responsibilities

- Conducting legal and factual information research, as directed
- Drafting legal memoranda for attorney review; drafting and reviewing contracts, including share and asset purchase agreements, shareholders' agreements and joint venture arrangements (under the supervision of senior attorneys); and conducting due diligence investigations
- Assisting with the incorporation of companies and formation of partnerships, the onboarding of clients and the satisfactory completion of compliance checks
- Understanding the franchise tax filing process and the tax clearance-Bureau of Internal Revenue process
- Experienced with the Division of Corporations (Registrar's Office)
- Experience dealing with the Department of Licensing
- Familiar with the process for Fire Service Inspection applications
- Familiar with Certificates of Good Standing, Uniform Commercial Code, Registrations (including Qualifications)
- Familiar with dissolution (includes termination of domestic and foreign LLC's, corporations, exempt companies, etc.)

## Key Skills

- Responsive and able to work in a client-facing role dealing with multiple work requests at the same time
- Attentive to detail by ensuring that records are filed and maintained accurately
- Reliable and punctual, and willing to assist in all activities across the business when called upon

- Customer service will come naturally whether speaking to clients by phone or in the quality of emails
- Flexible and willing to work overtime on an as needed basis
- Capable of working well under pressure

## Experience

- Two (2) years' office experience in corporate administration within the USVI
- Minimum of two (2) years' paralegal experience
- A recognized paralegal qualification
- Good knowledge of MS Office applications
- Have the right to work in the USVI

## Compensation

Competitive compensation will be offered based on the successful candidate's relevant experience and overall suitability for the position.

## How to Apply

Applications should include a complete C.V. and will be treated in the strictest of confidence. Please clearly outline the skills and attributes you would bring to the role, your availability and salary expectations.

Applications should be submitted to Sophie Savvopoulou at [ssavvopoulou@tridenttrust.com](mailto:ssavvopoulou@tridenttrust.com).

# Offices

## The Americas/Caribbean

### Bahamas

Trident Corporate Services  
(Bahamas) Ltd  
T: +1 242 322 6154  
bahamas@tridenttrust.com

### Barbados

Trident Corporate Services  
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T: +1 246 621 0760  
barbados@tridenttrust.com

### British Virgin Islands

Trident Trust Company (BVI) Ltd  
T: +1 284 494 2434  
bvi@tridenttrust.com

### Canada

TT Services (Canada) Ltd  
T: +1 604 687 0811  
vancouver@tridenttrust.com

### Cayman Islands

Trident Trust Company  
(Cayman) Ltd  
T: +1 345 949 0880  
cayman@tridenttrust.com

### Nevis

Morning Star Holdings Ltd  
T: +1 869 469 1817  
nevis@tridenttrust.com

### Meridian Trust Company Ltd

T: +1 869 469 1333  
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### Panama

Trident Trust (Panama) S.A.  
T: +507 302 7494  
panama@tridenttrust.com

### United States

**Atlanta**  
Trident Corporate Services, Inc  
T: +1 404 233 5275  
usa@tridenttrust.com

### Trident Fund Services, Inc

T: +1 404 364 2019  
americasfunds@tridenttrust.com

### Miami

Integritas, Inc  
T: +1 305 405 9006  
contact@integritastrust.com

### New York

Trident Corporate Services, Inc  
T: +1 212 840 8280  
nyc@tridenttrust.com

### Sioux Falls

Trident Trust Company  
(South Dakota) Inc  
T: +1 605 679 4355  
sd@tridenttrust.com

### US Virgin Islands

Trident Trust Company (VI) Ltd  
T: +1 340 774 7322  
usvi@tridenttrust.com

## Asia

### Hong Kong

Trident Corporate Services (Asia) Ltd,  
Trident Fund Services (HK) Ltd  
& Trident Trust Company (HK) Ltd  
T: +852 2805 2000  
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### New Zealand

Trident Trust Company (NZ) Ltd  
T: +64 9 300 6067  
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### Singapore

Trident Corporate Services  
(Singapore) Pte Ltd, Trident Fund  
Services (Singapore) Pte Ltd &  
Trident Trust Company (Singapore)  
Pte Ltd  
T: +65 6653 1800  
singapore@tridenttrust.com

## EMEA

### Cyprus

Trident Trust Company (Cyprus) Ltd  
T: +357 258 20 650  
cyprus@tridenttrust.com

### Trident Fiduciaries (Middle East) Ltd

T: +357 253 53 520  
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### Dubai

Trident Trust Company (UAE) Ltd  
DMCC Branch  
T: +971 4 423 9988  
dubai@tridenttrust.com

### Trident Fund Services (DIFC) Ltd

T: +971 4 277 1191  
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### Guernsey

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T: +44 1481 727571  
guernsey@tridenttrust.com

### Isle of Man

Trident Trust Company (IOM) Ltd  
T: +44 1624 646700  
iom@tridenttrust.com

### Jersey

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### Luxembourg

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### Malta

Trident Corporate Services  
(Malta) Limited &  
Trident Trust Company (Malta) Ltd  
T: +356 21 434 525  
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### Mauritius

Trident Trust Company  
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T: +230 210 9770  
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### Seychelles

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T: +248 4 422 000  
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### Switzerland

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### United Kingdom

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### Trident Company

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