



Princess Group of Companies-Sint Maarten

WE ARE HIRING!

Paralegal

Job Summary:

We are seeking a meticulous and reliable Paralegal to support our legal and compliance operations. The ideal candidate will assist in ensuring our casinos' activities adhere to local laws, gaming regulations, and internal policies. This role requires strong organizational and research skills and the ability to work under minimal supervision in a fast-paced gaming environment.

Key Responsibilities:

- Assist in drafting, reviewing, and managing contracts, agreements, and legal correspondence.
- Support the legal team in ensuring compliance with gaming laws, licensing requirements, labor laws, and AML regulations.
- Maintain and organize legal files, databases, and corporate records.
- Liaise with local regulators, government agencies, and external legal counsel.
- Monitor updates to gaming regulations and notify relevant departments of changes.
- Prepare and file documentation for regulatory submissions and license renewals.
- Conduct legal research on gaming compliance, labor, and corporate governance matters.
- Assist with internal investigations and documentation of incident reports.
- Help coordinate and prepare for audits and regulatory inspections.

Required Skills & Competencies:

- Strong knowledge of legal terminology and procedures.
- Excellent research, writing, and document drafting skills.
- High attention to detail and accuracy.
- Strong organizational and multitasking abilities.
- Excellent communication and interpersonal skills.
- Discretion and confidentiality in handling sensitive information.
- Familiarity with gaming industry regulations and compliance frameworks is a plus.
- Proficiency in Microsoft Office and legal research tools.

Qualifications:

- HBO-Rechten degree or equivalent or Associate's or Bachelor's degree in Legal Studies, Law, or related field.
- 2+ years of experience as a paralegal, ideally in gaming, hospitality, or regulatory law.
- Knowledge of Dutch Caribbean and Sint Maarten legal systems is an advantage.
- Fluency in both Dutch and English.
- Must be legally authorized to work in Sint Maarten.

To apply, please submit your CV, a brief cover letter, and any relevant certifications to:

hr.princess.sxm@gmail.com and apply.nesc@sintmaartengov.org

with the subject line: Paralegal Application