

APPLEBY

Appleby (Bermuda) Limited, a leading offshore law firm, provides services to many leading global organizations with respect to legal, fiduciary and administration services.

Director of Knowledge Management

Appleby (Bermuda) Limited requires the services of an experienced Director of Knowledge Management to lead the Knowledge Management Team. As a member of senior management, the Director will report to the COO and will manage a substantial team based in multiple locations around the world. The Director will be responsible for ensuring that the company's strategic planning, decision-making, advice-giving and transactional work is supported by excellent legal know-how, research and business intelligence. The Director will lead a team of professional support staff; to develop in-house legal expertise and transactional know-how, provide legal and business research services, and manage record systems and archives.

Knowledge, Skills and Experience Required:

- Minimum of 10 years knowledge management experience in a law firm in similar or senior management role.
- A Master's degree in Library/Information Science or a related area is essential.
- A management qualification is highly desirable.
- High levels of proficiency in legal information management systems and technologies, including online business tools and data manipulation.
- An informed understanding of the law, current trends in practice management, and business issues impacting practice groups.
- Detail orientated and highly skilled manager of people.
- Able to thrive in a diverse, dynamic and ambitious environment.
- Prepared to work in excess of normal working hours as required.

Applicants must be thoroughly conversant with legal technologies such as document management systems, portals, content and database management applications, and tools for timely information dissemination.

Please apply online by registering in the Careers/Positions Available section of our website at www.applebyglobal.com before **21 December 2011**.

applebyglobal.com

THE RIGHT PEOPLE. THE RIGHT PLACES. THE RIGHT CHOICE.

Alternatively, written applications, with curriculum vitae, should be addressed in confidence to:

	Bermuda	Jersey
Human Resource Manager	BVI	London
Human Resource Development	Cayman	Mauritius
Appleby	Hong Kong	Seychelles
PO Box HM 1179	Guernsey	Zurich
Hamilton HM EX	Isle of Man	
Closing date: 21 December 2011		