

# APPLEBY

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

## Systems and Induction Training Officer

This dynamic and challenging role requires an individual who can design, deliver and organise a variety of training programmes for all new Appleby staff and provide on-going refresher training. The successful applicant will be expected to:

- Design, implement and organise training programmes for all new Appleby staff to enable a thorough command of key business critical applications. These include: Viewpoint, Aderant Expert (AdEx), Flosuite, InterAction, BigHand Digital Dictation, Interwoven Document Management System (DMS) and Microsoft Office applications.
- Design training materials using the latest technology, which includes Camtasia Studio/Adobe Captivate for developing e-learning collateral and GoToMeeting for conducting virtual training as well as delivering training for application upgrades and new system rollouts.
- Provide end-user support for system applications and conduct additional training as required.
- Develop and maintain written training materials encompassing policies and procedures related to all systems.
- Conduct web-based training sessions with staff in Appleby's offshore jurisdictions.

### Knowledge, skills and expertise required:

- A Bachelor's degree in computer information systems or equivalent in Information Technology.
- Advanced knowledge of Viewpoint software, DMS and CMS applications is essential.
- Minimum of 5 years' work experience in Information Technology and training facilitation.
- Proficient in preparing and delivering training materials in various formats, including e-learning.
- Ability to train employees in a tactful and competent manner.
- Possess excellent organisational, written and oral communication skills together with effective interpersonal skills and a high level of professionalism.
- Ability to exercise discretion and confidentiality in all matters.

Please apply online by registering in the Careers section of our website at [www.applebyglobal.com](http://www.applebyglobal.com) before 31 January 2012.

[applebyglobal.com](http://applebyglobal.com)

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

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

Denneeka Crockwell  
Human Resource Officer  
Appleby (Bermuda) Limited  
PO Box HM 1179  
Hamilton HM EX

<b>Bermuda</b>	<b>Jersey</b>
<b>BVI</b>	<b>London</b>
<b>Cayman</b>	<b>Mauritius</b>
<b>Hong Kong</b>	<b>Seychelles</b>
<b>Guernsey</b>	<b>Zurich</b>
<b>Isle of Man</b>	

Closing Date: 31 January 2012