

# 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

Bermuda	Jersey
BVI	London
Cayman	Mauritius
Hong Kong	Seychelles
Guernsey	Zurich
Isle of Man	

Closing Date: 31 January 2012