

APPLEBY

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

Marketing Executive

We require an energetic, confident and highly motivated individual with excellent communication skills to work in a demanding environment as part of the marketing team with primary responsibility for a combination of strategic, tactical and administrative functions. The individual needs to be very organized, detail-oriented and have a proven track record for delivering projects and tasks on time and budget.

Responsibilities include:

- Works with the Marketing Manager to develop and execute marketing plans, budgets and special projects for global practice groups and teams
- Executes global and local business development initiatives, events, sponsorships and seminars
- Manages the preparation of, and updates to, the firm's collateral materials, publications, web content, bios and other firm written materials
- Coordinates local public, community, media relations and advertising efforts
- Coordinates client relationship management and reputation enhancement programme information
- Strong participation and visibility in coordinating the firm's marketing knowledge and materials by building and maintaining internal and external relationships
- Assists with the development of the brand

Knowledge, Skills and Experience required

- A Bachelors Degree in Marketing or Business
- 5-7 years marketing or business development experience, preferably in a professional services environment
- Excellent verbal and written communication skills
- Excellent interpersonal skills with the ability to work under pressure and adapt to change
- Detail oriented with strong organizational skills and a proven ability to meet deadlines and manage priorities
- Strong ability to demonstrate initiative and creativity

Successful candidates will be able to produce work on a same-day basis, adhere to deadlines and work overtime when required. If you possess the relevant experience, are a motivated team player and interested in career advancement, we want to hear from you.

Please apply online by registering in the Careers section of our website at www.applebyglobal.com before **7 February 2012**.

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
Denneeka Crockwell	BVI	London
Human Resource Officer	Cayman	Mauritius
Appleby (Bermuda) Limited	Hong Kong	Seychelles
PO Box HM 1179	Guernsey	Zurich
Hamilton HM EX	Isle of Man	
Closing Date: 7 February 2012		