

Litigation Paralegal

CHW Limited has a challenging opportunity for a highly responsible, self motivated Litigation Paralegal. The successful candidate will provide support to the Litigation team in the management of complex and often large-scale cases rising to the various challenges of working in a busy department of a highly professional, service oriented firm.

General duties of the position include:

- Legal Research - conducting legal research on relevant legislation, regulations and case law on requested areas using hard copy and electronic library resources such as, but not limited to, LexisNexis, Westlaw.
- Document Management – management and use of databases for storage of voluminous documentation including uploading and indexing for search and extraction and preparing summaries;
- Review of discovery documents, analysing and organising information and preparing written reports thereon;
- Assisting with trial preparation including, but not limited to, research for submission, preparation of bundles, collating exhibits, witness statements;
- Use of precedents, initial drafting of pleadings, affidavits, correspondence and other documents for review, specific to the Litigation Department;
- Conducting searches, registration of documents and other duties specific to the Litigation Department;
- Providing advanced administrative support including but not limited to, dealing with incoming telephone calls, managing incoming and outgoing correspondence, time data entry, preparing and drafting routine letters, faxes and e-mails specific to the Litigation Department;
- File management, both physical and electronic;
- Filing documents with the Supreme Court and liaising with Supreme Court Registry;
- Scheduling and co-ordinating meetings;
- Maintaining calendars and monitoring deadlines for projects and assignments;
- Liaising with attorneys, clients and other resources locally and globally;
- Time recording and compilation of monthly invoices.

The successful candidate will possess the following qualifications and skills:

- A sound academic track record, preferably including either a degree in law or related subject and/or a minimum of five years' recent paralegal experience in the Litigation Department of a law firm;
- Advanced computer skills in Microsoft Word and Excel, Lotus and Filemaker Pro preferably in a Macintosh environment;
- Advanced administrative skills with accurate typing at 60-70 wpm;
- Knowledge of legal terminology and practices;
- Excellent verbal and written communication skills with proven ability in managing multiple work streams and meeting challenging deadlines in a high pressure environment;
- Experience working in a shared support environment;
- Team oriented and collegiate with a willingness to share knowledge;
- Ability to exercise discretion and confidentiality in all matters;
- Professional attitude and demeanor;
- Ability to work overtime at short notice when required.

To apply for this position: Application with resume should be sent in confidence to:

Firm Administrator
Cox Hallett Wilkinson Limited

F. (441) 292-7880
E: atuxworth@chw.com
www.chw.com

Cumberland House
9th Floor

1 Victoria Street
P.O. Box HM 1561
Hamilton HM FX
Bermuda

Closing Date: 3rd February, 2012



BARRISTERS AND ATTORNEYS