



B E R M U D A

LEGAL ADMINISTRATIVE ASSISTANT

Capacity to be a team player managing the front area of a dynamic and fast paced law chambers

Happy Friday voice on the telephone and first point of contact for all clients

Advanced MAC computer skills including Microsoft Word, Excel and PowerPoint

Routinely and expeditiously responsible for various areas of banking

Tasked with supporting senior litigator specializing in matrimonial/family law and requiring advanced secretarial support with an emphasis on heavy dictation

Excellent references requested together with a detailed current resume

Requirements include a minimum of 5 years in a legal/law environment specifically including family/matrimonial support

Charter Chambers Bermuda Ltd.

Vallis Building, 2nd Floor

58 Par-La-Ville Road

Hamilton HM 11

Attn: Wendy Percy

Closing date for applications: 18 February 2012 – no agencies please