



Information Services Manager

MJM Limited, located in Hamilton, Bermuda, is looking for an Information Services Manager to add to the Firm's Management Team. The individual selected will be responsible for acquiring, managing, presenting and disseminating the legal, business and other research and data necessary to support the provision of legal, trust, and corporate administration services. In addition, the successful applicant will be the liaison with the Firm's IT consultants.

Duties and Responsibilities include (but are not limited to) the following tasks:

- Perform legal and business reference queries and other practice related research as requested;
- Assist and/or train users in the selection and use of print and electronic research tools;
- Develop, maintain and train users in other information and data management projects as assigned, including databases used via the intranet/internet
- Acquire and maintain existing book, legislation, Government documents and periodical collection, including cataloguing, monitoring circulation and looseleaf filing;
- Stay abreast of current library technology and trends in the field;
- Accounting for time and disbursements to clients;
- Liaise with external Information Technology consultants;
- Provide and organize training on various applications;
- Maintain and update the firm's Intranet and Internet sites;
- Provide administrative support to the marketing function.

Qualifications

- An advanced degree in library science (MLS, MILS or CILIP), business, or law;
- At least three years reference experience in a legal or business library preferred;
- Proficiency with LexisNexis, LexisNexis Canada, Westlaw and other electronic sources for legal and non-legal research;
- Knowledge of Moys classification;
- The ability to determine the appropriate resource based on time and cost requirements;
- Demonstrated project management and supervisory skills;
- Experience with DB/TextWorks an asset
- Strong comfort level and desire to stay current with leading-edge research and information technologies;
- A strong service orientation and the ability to work both independently as well as on a team under time pressures, in a busy, time-sensitive environment;
- Excellent written and oral communication skills;
- Proven ability to prioritize and handle multiple tasks under pressure as required with a high level of attention to detail.

An attractive compensation and benefits package is offered. Interested applicants should apply in writing and include a detailed resume, to:

**Human Resources
MJM Limited
P.O. Box HM 1564
Hamilton HM FX
Fax 292-2277 or email jobs@mjm.bm**

Closing Date: May 18, 2012