

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

## Executive Secretaries

Appleby requires the services of experienced Executive Secretaries. The successful candidates will be focused, innovative and have a keen eye for detail. Primary areas of emphasis will include:

- Providing advanced secretarial support to two or more assigned lawyers, including travel arrangements
- Preparation of a wide variety of legal documents as directed. This position requires excellent communication skills including the ability to compose routine correspondence
- Compilation of monthly invoices, monitoring and collection of accounts receivables

Executive Secretaries are an integral part of the continuing success of the Group. Ideal candidates will have:

- A minimum of five years' senior secretarial experience (three of which must be recent experience in a law firm/legal environment)
- Experience working in a shared support environment
- Exceptional file management and organisational skills along with the demonstrated ability to work well under pressure
- Proficiency in the use of computerized business applications including MS Office, particularly MS Word and Outlook, Client Management Systems (CMS) and Document Management Systems (DMS)
- Proven ability to effectively administer a busy workload, prioritize and meet deadlines and exercise discretion and confidentiality in all matters
- Successful completion of a recognized secretarial, business or administration program along with accurate typing at 60-70 wpm
- Excellent oral and written communication skills; thorough command of the English language
- Ability to work effectively in a collaborative global environment
- Demonstrates familiarity with legal terminology

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/Positions Available section of our website at [www.applebyglobal.com](http://www.applebyglobal.com) before **26 February 2013**. Alternatively, written applications, with curriculum vitae, should be addressed in confidence to Denneeka Crockwell, Senior Human Resource Officer, Appleby (Bermuda) Limited PO Box HM 1179, Hamilton HM EX.