

CONNECTING THE RIGHT PEOPLE AND PLACES

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 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.

Offshore Legal, Fiduciary & Administration Services
applebyglobal.com/careers

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