



## SENIOR LEGAL ASSISTANT

FIL Limited's headquarters are based in Bermuda and are responsible for coordinating the Corporate Finance, Fund Treasury, Legal and Investment Compliance functions globally. FIL Limited is the head office of Fidelity Worldwide Investment, which is one of the world's leading investment managers and operates across Europe, Asia, the Middle East, Africa and South America.

We require a highly motivated individual to join our Bermuda legal team.

### Responsibilities:

- Providing legal support to FIL's trademark administrator and Director, Brand Oversight relating to trademark use oversight, infringement actions, oppositions and licensing.
- Managing global employee lending programme, including preparation of loan agreements and the tracking of loan repayments.
- Supporting the shareholder administration team, including preparing share offer and redemption documentation and electronic filing.
- Supporting Head of Bermuda Legal and Company Secretary in preparing board materials, organizing board meetings for FIL Limited and its Bermuda subsidiaries and with document management.
- Support IT procurement team with respect to the review and negotiation of global software license and other technology related agreements.
- Prepare and review a wide variety of legal agreements on behalf of FIL Limited and its Bermuda subsidiaries.
- Supporting special projects for the Bermuda legal team, including technology upgrades and improvements.
- Supporting U.S. compliance program, including maintaining and updating SEC policies and procedures, organizing annual due diligence reviews, and preparing and filing Forms ADV.
- Managing relationships with external service providers.
- Ability to evaluate current oversight procedures and implement improvements in a collaborative environment.

### Qualifications and skills:

- Legal degree from an accredited institution with at least 5+ years of relevant experience at a law firm or in-house is mandatory.
- Required legal experience includes:
  - i. intellectual property matters, including trademark and domain name registration, infringement actions and license agreements
  - ii. general corporate matters, corporate transactions and commercial agreements, including loan agreements
  - iii. company secretarial and related board matters
- Other desired experience includes:
  - i. administrative experience with a good understanding of Microsoft Office Suite
  - ii. excellent written and verbal communication skills
- Motivated attitude and the ability to prioritize tasks, strong organizational skills
- A self-starter and decision taker; open, confident and persuasive

FIL Limited is an equal opportunity employer and offers an attractive compensation package including a performance related bonus. If you have a keen commitment to quality results and enjoy working in a demanding professional environment, please contact us about this opportunity prior to 14th, March 2013.

E-mail: [bermuda.hr@fil.com](mailto:bermuda.hr@fil.com)

or

Mail: **Human Resources REF: SLA**  
FIL Limited  
P.O. Box HM 670, Hamilton HM CX

**AUSTRALIA AUSTRIA BELGIUM BERMUDA CHINA (INCLUDING HONG KONG) FRANCE  
GERMANY INDIA IRELAND ITALY JAPAN LUXEMBOURG THE NETHERLANDS SINGAPORE  
SPAIN SOUTH KOREA SWEDEN SWITZERLAND TAIWAN TUNISIA UNITED ARAB EMIRATES  
AND THE UK**