



On behalf of our client

Lomas & Co.

Barristers & Attorneys, Arbitrators & Mediators

We are seeking a

SENIOR EXECUTIVE ASSISTANT/PERSONAL ASSISTANT

Lomas & Co. has been providing efficient and cost conscious legal services to Bermuda for over 30 years, specializing in the areas of: Divorce, Custody, Wills, Probate, Conveyancing, Powers of Attorney, Personal Injury, Employment Law, all Civil Disputes, ADR and Immigration.

This is a busy, demanding and dead-line driven Practice and the successful candidate must have proven skills and ability to provide support for two Attorneys. The candidate must be available to work evenings and weekends on short notice on court-related matters and be able to produce work on a same-day basis.

The successful candidate will be responsible for maintaining Practitioners' Court schedules and other public service commitments; for the production of documents for filing in Court, transcribing using Dictaphone, preparation of billing and expense reports, maintaining electronic database, hard files and all other related administrative duties for the Practice.

The successful candidate must be able to assist in building relationships with a diverse local and overseas client base while maintaining confidentiality and discretion; therefore, proven verbal and written communication skills are paramount.

Candidates must be expert in Microsoft Office with typing speeds of 80wpm to meet the demands of the workload along with a minimum of 5 years' recent work experience in a like role, and be educated to a minimum Ordinary level GCSE or equivalent.

Short listed candidates will be required to undergo various skills assessments.

Please send a CV and a minimum of 2 employment references marked **Private and Confidential** to: Heidi Capuano, SOS Limited, P.O. Box HM 1721, Hamilton, HMTX, Fax: 441 295 1495, email: heidi@capcarsos.com

Closing Date: September 5, 2013