



LIBRARY & RESEARCH ADMINISTRATOR

Job Summary

We are seeking an experienced Library & Research Administrator. The successful candidate will assist with providing high quality and responsive legal and business research services to the global offices. The Library & Research Administrator will report to the Manager of Information Resources.

Key Job Accountabilities

Manage enquiries and legal research services. Post-holder must be able to conduct legal research effectively using hard-copy and online resources; process, track and update legislation for various jurisdictions, and provide regular updates on key legal developments

Assist with the creation, maintenance and updating of physical and online reference resources (intranet);

Identify and collate relevant news and developments for our internal newsletter; and efficiently manage and develop an information monitoring service

Provide training for fee earners on internal resources and external databases

Other duties to include physical library management, recording, processing and circulation of periodicals and other materials, cataloguing, filing of loose-leaf materials

Assist with special projects as required by the Manager

Key Job Requirements

Five (5) years experience performing legal research in a legal environment or an equivalent combination of education and experience. Candidates should possess a passion for legal research and the law

Exemplary written and verbal communications skills; ability to exchange information and report facts, and other information clearly

Proven project management, organizational and multi-tasking skills as well as a proactive and flexible approach to problem solving

Ability to provide a high level of client service in dealing with legal and business professionals

Proven technological proficiency using Microsoft Office applications Word, Access, Outlook, FrontPage, Sharepoint and other electronic databases as required (Lexis, Lexis Law Library, Justis, Internet)

Ability to work as part of a team as well as being able to identify and prioritise own workload and to work independently

Strong motivation to apply skills and knowledge proactively in maintaining and improving library services

Résumés with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman

P.O. Box HM 666, Hamilton, HM CX

Fax: (441) 292-3134

Email: careers@conyersdill.com

Closing date: 17 September 2013