



EXPERIENCED LEGAL SECRETARY

We are seeking a highly motivated, committed, organized and experienced Legal Secretary to join our team and provide secretarial and administrative support to one or more of our Fee Earners.

Key Job Accountabilities

- Provide advanced secretarial support to one or more fee earners, including billing
- Prepare and type documents, contracts, and general correspondence, organize information, file, maintain and coordinate calendars for fee earners, as well as handle travel and mail.
- Maintain a professional relationship with other legal counsel, courts, agencies and professional organizations.
- Assist legal team with non-client matters, which may include miscellaneous work, generated from outside activities and “pro bono” legal work.
- Perform other related duties as required and assigned.
- Assist and support other team members at busy times.

Key Job Requirements

- Minimum of 3-5 years experience as a senior secretary (three of which must be recent experience working within a law firm/legal environment)
- Strong document productions skills.
- Ability to prepare complex, properly formatted documents using styles, section formatting, and tables in Microsoft Word.
- Proven ability to transcribe legal documents, correspondence and reports from rough draft or dictation
- Excellent communication and interpersonal skills
- Ability to act on own initiative as well as perform effectively as a team player
- Proficiency in spelling, grammar, proofreading and writing skills, attention to detail and accuracy.
- Proven ability to exercise discretion and confidentiality

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: December 31, 2013