

**Amicus Law Chambers Ltd.** requires the services of a **Legal Secretary**. The successful candidate will be focused, innovative and have a keen eye for detail. Primary areas of emphasis will include:

- Providing secretarial support to the Managing Director and Trademark Specialist
- Preparation of a wide variety of legal documents as directed including immigration applications and appeals, conveyancing documents, trust deeds, wills and trademark applications.
- Compilation of monthly invoices, monitoring and collection of accounts receivables.
- Managing local and exempt Company's Corporate Administration
- Exceptional file management and organizational 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.
- The ability to effectively administer a busy workload, prioritize and meet deadlines and exercise discretion and confidentiality in all matters.
- Accurate typing at 60+ wpm.
- Excellent oral and written communication skills; thorough command of the English language
- Demonstrates familiarity with legal terminology.
- Diary and meeting management
- Property Management for corporate client's properties
- Preparation of client tax returns
- Typing and editing routine correspondence and spreadsheets
- Creating marketing materials for the promotion of various companies within the Amicus Group

**Experience required:**

- Experience or knowledge of real-estate/conveyancing law, corporate law, immigration law, trusts and estate planning and trademarks is essential.
- A minimum of four years' secretarial experience in a law firm/legal environment.
- Excellent communication skills including the ability to compose routine correspondence to clients and other attorneys.
- A degree or background in marketing is preferred.

Successful candidates will be able to produce work on the same-day basis, adhere to deadlines and work overtime when required.

All applicants will be skills tested.

Please send resume and at least one professional reference to [careers@amicuslaw.bm](mailto:careers@amicuslaw.bm)

Hard copy applications will not be accepted

**Closing Date: 24th February 2014**