



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.

BERMUDA
BRITISH VIRGIN ISLANDS
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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
- Update and maintain client information on the firm's internal system
- 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 5 years' experience as a senior secretary (three of which must be recent experience working within a law firm/legal environment)
- Prior experience in preparing complex and, properly formatted documents
- Prior experience in transcribing legal documents, correspondence and reports from rough draft and/or dictation
- Knowledge of Bermuda Court system a plus
- 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: June 2, 2014