



**COX HALLETT
WILKINSON LIMITED**

BARRISTERS AND ATTORNEYS

Executive Legal Assistant (Litigation Department)

CHW Limited has a challenging opportunity for a highly responsible, self-motivated and qualified Executive Legal Assistant to provide a full range of secretarial and administrative support to two associate attorneys in the Litigation Department and overflow support to the other attorneys and assistants. Applicants should expect to be skills tested and be capable of working as a team member and of rising to the various challenges of working in a busy department of a highly professional, service oriented firm.

General duties of the position include:

- Assisting the Litigation lawyers individually and working in a team with large scale, complex document management; including indexing, reviewing and collating documents;
- Assisting with trial preparation including, but not limited to, preparation of trial bundles;
- Accessing and adapting litigation forms and precedents for review;
- Conducting searches of public records specific to the Litigation Department and drafting reports of results;
- Providing advanced secretarial and administrative support including but not limited to managing client enquiries, managing incoming and outgoing correspondence, time data entry, preparing and drafting routine letters, faxes and e-mails;
- Operating the Department's document management system for storage and retrieval of documents;
- Scheduling and co-ordinating meetings;
- Maintaining calendars and monitoring deadlines for projects and assignments;
- Liaising with internal and external attorneys, clients and other human resources;
- Operating the Firm's billing system.

The successful candidate will possess the following qualifications and skills:

- A sound academic track record and a minimum of five years' recent executive legal assistant experience in the Litigation Department of a law firm;
- Advanced computer skills in Microsoft Word and Excel, Lotus and Filemaker Pro preferably in a Macintosh environment;
- Advanced administrative skills with accurate typing at 60-70 wpm;
- Knowledge of legal terminology and practices;
- Excellent verbal and written communication skills with proven ability in managing multiple work streams and meeting challenging deadlines in a high pressure environment;
- Experience working in a shared support environment;
- Team oriented and collegiate with a willingness to share knowledge;
- Ability to exercise discretion and confidentiality in all matters;
- Professional attitude and demeanor;
- Ability to work overtime at short notice when required.

CHW offers a competitive compensation and benefits package.

To apply for this position, please submit a resume and references from your two most recent employers in confidence to:

Manager-Human Resources
Cox Hallett Wilkinson Limited

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www.chw.com

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Closing Date: 29th September, 2014