

# MARSHALL DIEL & MYERS LIMITED

## seek an **EXECUTIVE SECRETARY/ASSISTANT**

The position requires the applicant to be a highly organised, efficient worker, capable of producing high quality, accurate work in a busy and often pressure-filled environment. **Previous experience in litigation in a law firm or legal environment is a must.** The position requires the applicant to provide secretarial and administrative assistance to two senior attorneys dealing primarily in commercial litigation, and to assist with other firm workloads from time to time as may be required.

The position requires the individual to possess excellent communication skills, be able to work unsupervised and meet deadlines. Flexibility is absolutely essential for this position as from time to time overtime may be required (may include weekends and public holidays). Above all, the successful applicant will be a productive team player.

### **MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

- Minimum 5 years executive secretarial experience in a legal environment with an emphasis in litigation, excellent secretarial skills including attention to detail and the ability to accurately type 60 w.p.m. Knowledge of the Dictaphone machine.
- High degree of computer literacy with advanced knowledge of the Microsoft Office suite of programs, particularly MS Word and Excel. Prior knowledge of Prolaw would be a plus.
- Familiarity with database applications.
- Efficient, with excellent organizational, written, and verbal communication skills.
- Have a strong work ethic and be a responsible team member with a healthy respect for confidentiality and discretion.
- Have the ability to meet tight deadlines.
- Excellent interpersonal skills and responsiveness to client's needs.

Applicants should mail or email resumes, with **two written** employment-related references, to:

Marshall Diel & Myers Limited, Barristers and Attorneys  
31 Reid Street, Hamilton HM 12  
Attn: Financial Controller  
Fax: 292-6814 / e-mail: martine.pursell@law.bm

**CLOSING DATE: OCTOBER 8, 2014**

All applications will be treated in strict confidence.