



Due to an overwhelming demand within our client base, Bermuda Executive Services Ltd is seeking qualified applicants for contract and/or permanent employment opportunities in the following capacities:

**Legal Secretary /Executive Assistants
Minute Taker/Transcriptionists
Corporate & Trust Administrators**

Key Responsibilities:

- Provide advanced administrative support to Executive and/or Legal Teams
- Ability to take, transcribe, and prepare minutes and maintain minute books
- Maintain and organise an extensive diary, organize annual meetings, client and board meetings, and book travel arrangements
- Liaise with clients and regulatory agencies and ensure compliance with statutory requirements
- Independent drafting of business and/or legal documentation
- Prioritizing, dealing with clients and all administrative support work and keeping accurate time records for client billing
- Superior knowledge of all aspects of Microsoft Office
- Drafting of routine correspondence for signature

Key Attributes:

- Minimum of 3 years' recent experience as a senior assistant within a law firm or to senior managers in a business or organisation
- ICSA or STEP qualification is an asset
- Strong document production skills
- High proficiency in transcription of legal documents, correspondence and reports from rough draft or dictation
- Superior communication and interpersonal skills and the ability to liaise with team members at all levels and to deal with members of the public
- Willingness to take initiative and to perform effectively as a team player
- Management or supervisory experience would be an asset
- High competence in business and legal terminology, spelling, grammar, proofreading and writing skills
- Attention to detail and accuracy
- Ability to take accurate notes and to develop reports and/or minutes of meetings and hearings would be an asset

Interested applicants should submit a detailed resume along with two employment references to:
Meredith McCreadie at info@bes.bm or in writing to: Meredith McCreadie, BES Ltd., 77 Front Street, Hamilton HM 12.

Closing date for applications: October 13, 2014

Skills Testing and Background checks will be conducted on short-listed applicants