

Appleby (Bermuda) Limited, a leading offshore law firm, provides legal, fiduciary and administration services to many leading global organisations.

Legal Executive Assistant

Appleby requires the services of experienced Legal Executive Assistants. The successful candidates will be focused, innovative and have a keen eye for detail. Primary areas of emphasis will include:

- Providing advanced secretarial support to two or more assigned lawyers, including travel arrangements
- Preparing a wide variety of legal documents as directed; this position requires excellent communication skills including the ability to compose routine correspondence
- Preparing, processing and issuing monthly invoices, monitoring and collecting accounts receivables

Legal Executive Assistants are an integral part of the continuing success of the Group.

Knowledge skills and experience required:

- A minimum of five years' senior secretarial experience (three of which must be recent experience in a law firm/legal environment)
- Experience working in a shared support environment
- Exceptional file management and organisational skills along with the demonstrated ability to work well under pressure
- Proficient in the use of computerised business applications including MS Office, particularly MS Word and Outlook, Client Management Systems (CMS) and Document Management Systems (DMS)
- Proven ability to effectively administer a busy workload, prioritise and meet deadlines, and exercise discretion and confidentiality in all matters
- Successful completion of a recognised secretarial, business or administration programme along with accurate typing at 60-70 wpm
- Excellent oral and written communication skills; thorough command of the English language
- Ability to work effectively in a collaborative global environment
- Knowledge of legal terminology

Successful candidates will be able to produce work on a same-day basis, adhere to deadlines and work overtime when required. If you possess the relevant experience, are a motivated team player and interested in career advancement, we want to hear from you.

Please apply online by registering in the Careers section (Positions Available) of our website at applebyglobal.com before **24 November 2014**. Alternatively, written applications, with curriculum vitae, should be addressed in confidence to Denneeka Crockwell, Senior Human Resource Officer, Appleby (Bermuda) Limited, PO Box HM 1179, Hamilton HM EX.