

Contract Administrator/Legal Assistant

Legal

Closing date: 6 March 2015

HSBC Bank Bermuda Limited's Legal Division is currently seeking a dynamic and highly motivated Contracts Administrator/Legal Assistant. The successful applicant will be responsible for the review, negotiation, execution and document management of all contracts for the Bank and its operating subsidiaries.

Major responsibilities

- Providing assistance to the Bank's legal department in representing the Bank, its subsidiaries or Group affiliates in drafting, negotiation and execution of contracts related to all business divisions in the Bank
- Drafting, reviewing and revising legal documents involving the Bank and its subsidiaries. Completing legal research to support activities and understanding of the business
- Perform a range of secretarial functions including typing, maintaining a filing system, managing telephone calls and enquiries on a proactive basis, record and database maintenance, preparing and revising document and correspondence, dictation and producing reports for management
- Completing other related duties as assigned to support the Legal Department's objectives and strategy

Minimum qualifications

- Minimum of a University degree (a certificate of completion/diploma from paralegal studies programme (preferably ABA approved), or equivalent work experience would be an asset)
- Minimum of three years proven and progressive experience as a contracts administrator or similar position in a law firm or corporate law environment, or equivalent
- Excellent drafting, organizational, analytical, project management, written and verbal communication skills

Interested applicants are invited to apply by sending your résumé and cover letter to:

Email:
recruitment.dept@hsbc.bm

Fax: 299 6524

Post Recruitment Department,
Human Resources, HSBC
Bank Bermuda Limited, 37
Front Street, Hamilton HM 11

Application forms are available in all HSBC branches and at www.hsbc.bm. All enquiries will be held in strict confidence.

