



**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](http://applebyglobal.com) before **17 April 2015**. 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.



**APPLEBY**  
OFFICIAL LAW FIRM  
2017 AMERICA'S CUP

**Offshore Legal, Fiduciary & Administration Services**

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