

MONIZ & GEORGE LTD.

is seeking a

CORPORATE & CONVEYANCE ADMINISTRATOR/ EXECUTIVE LEGAL ASSISTANT

The successful applicant must:

- Be able to work on own initiative (with limited or no supervision)
- Be able to work under pressure, be proactive and deal effectively with rapidly changing priorities
- Have proven ability to exercise discretion and confidentiality
- Have excellent computer skills in Microsoft Word and Excel, preferably in a Macintosh environment
- Have a working knowledge of the Companies Act 1981 and statutory regulations relating to the administration of companies in Bermuda
- Have at least 5 years recent experience as a corporate and conveyancing administrator
- Have previous exposure to probate, litigation, matrimonial, immigration matters as well as knowledge of the Bermuda court system and filing procedures
- Be able to carry out title and company searches
- Be flexible and able to work overtime when required, often at short notice, and be prepared to help out in other areas of the firm as work load demands
- Be able to perform standard secretarial duties (accurate typing speed of 70-80 w.p.m. and experience using a Dictaphone)

Due to the nature of the business, knowledge of the Portuguese language (written and spoken) will be an asset as the successful applicant will liaise with a large number of Portuguese clients.

Written applications must include a detailed resume and should be submitted to:-

MONIZ & GEORGE LTD.

P.O. Box HM 1173, Hamilton HM EX, Bermuda.

Attn: Kevin M. George | T. 2958607 | kgeorge@mglaw.bm

Closing date: 10th August 2015 | All applications will be kept in strict confidence.