



Assistant to the Operations Manager

Job Summary

This role will suit a professional team player with excellent communication and interpersonal skills, who is able to excel in a fast paced environment. The ideal candidate will have a strong work ethic and well-developed computer skills. Previous experience in a similar role will be highly regarded.

Key Job Accountabilities

- Prepare and type documents, contracts, and general correspondence, organize information, file, maintain and coordinate calendars, as well as handle travel and mail
- Draft routine correspondence as directed
- Provide administrative support to operational processes
- Establish and maintain file system
- Arrange for "call in" staff for sick/vacation cover
- Work includes confidential information so discretion is a must
- Knowledge of the Firm's policies and all applicable administrative procedures
- Other ad hoc duties as assigned

Key Job Requirements

- A minimum of four years' experience as an senior administrator
- Experience in a law firm/legal environment preferred
- Proficient in the use of business applications including MS Office, particularly MS Word and Outlook, Excel and Document Management Systems (DMS)
- Exceptional file management and organizational skills along with the demonstrated ability to work well under pressure
- Proven ability to effectively administer a busy workload, prioritize and meet deadlines and exercise discretion and confidentiality in all matters
- Exceptional verbal and written communication skills
- Ability to work effectively with both colleagues and clients
- Proven ability to transcribe documents, correspondence and reports from rough draft or dictation
- The ability to act on own initiative as well as perform effectively as a team player

Résumés with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman

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Fax: (441) 292-3134

Email: careers@conyersdill.com

Closing date: October 8, 2015