



Our client is seeking an experienced **Corporate Executive Assistant** to provide a full range of secretarial support to the Managing Director and a number of Corporate Attorneys. The successful candidate will be a self-starter who can work on their own initiative and has a keen eye for detail. Primary areas of emphasis will include but not be limited to:

- Preparing and drafting letters, memoranda, reports, leases, contracts and other correspondence on a variety of complex corporate matters
- Providing advanced administrative support to the Managing Director and a number of assigned Lawyers.
- Ability to take, transcribe and prepare minutes
- Organisation of company events and charity representations, including budget management.
- Managing new client matters including the collection of KYC
- Conducting legal research, and organising information as appropriate
- Other ad hoc projects as directed

Required qualifications and experience:

- Bachelor's degree level of education.
- Full or ongoing certification from Institute of Chartered Secretaries and Administrators preferred.
- Minimum of 3-5 years' recent executive secretarial experience, preferably in a legal environment
- Prior experience in preparing complex and properly formatted documents using styles section formatting and tables in MS Word.
- Proven ability to effectively administer a busy workload, prioritise, meet deadlines and exercise discretion and confidentiality in all matters.
- Strong file management and organisational skills and the ability to act on own initiative.
- Proficiency in transcription of legal documents; correspondence and reports from rough draft or dictation with a high attention to detail.
- Computer proficient with Microsoft Office, particularly MS Word, Excel and PowerPoint, Adobe and accurate typing at 60-70wpm.
- Excellent verbal and written communication skills including spelling, grammar and proofreading.
- Must be highly motivated, with a flexible attitude towards adopting additional responsibilities
- Knowledge of corporate legal terminology and practices.

Please apply in confidence, no later than **May 4th 2016** to:

Performance Solutions Limited

Suite 350 48 Par la Ville Road, Hamilton HM11

Phone: 441-232-5270

Email: hr@psolutions.bm