



Library & Research Administrator

Job Summary

Conyers Dill & Pearman wishes to recruit a Library & Research Administrator. The successful candidate will provide high quality information and research support services, both legal and business as part of the Library and Research Services team. Working within a small team, the Library & Research Administrator will report to the Manager of Information Resources.

Key Job Accountabilities

- Provide legal and business research, reference and current awareness services to our lawyers and staff
- Support fee-earners and others in the use of information sources and conduct legal research effectively using hard-copy and online resources
- Process, track and update legislation and regulatory developments for various jurisdictions, and provide regular updates on key legal developments
- Assist with the creation, organisation, maintenance and updating of physical and online reference resources
- Manage alerting service, identify and collate relevant news and developments and efficiently manage and further develop an information monitoring service
- Other duties to include physical library management, recording, processing and circulation of periodicals and other materials, cataloguing, filing of loose-leaf materials
- Creation and maintenance of training brochures such as intranet guides and videos
- Assist with coordination and management of special projects

Key Job Requirements

- University degree in a relevant discipline with 2-3 years' experience performing legal and/or business research in a professional services environment
- Advanced knowledge of Microsoft Office applications, database development and maintenance, and HTML 5 or coding would be advantageous along with aptitude in using or learning other applications quickly
- Current knowledge of online legal and business information databases
- Flexible, service-oriented, commercially minded professional with an interest and experience in legal and business information services
- Strong technical skills and interest in technology and project management
- Excellent time management, organizational and prioritization skills, possessing drive, and initiative
- Strong communication skills (both verbal and written) including the ability to deal with clients and all levels of staff
- Ability to work as part of a team or independently
- Strong motivation to apply skills and knowledge proactively in maintaining and improving services

Résumés with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman
P.O. Box HM 666, Hamilton, HM CX
Fax: (441) 292-3134
Email: careers@conyersdill.com
Closing date: July 6, 2016