

# APPLEBY

**Appleby (Bermuda) Limited**, a leading offshore law firm, provides legal advice and services to many leading global organisations.

## Senior Professional Support Lawyer

Appleby is looking for a qualified Solicitor or Barrister who has experience previously within another international law firm as a transactional lawyer or PSL and has a strong academic background combined with strong analytical abilities, robust research skills and adaptive leadership style.

### **The successful applicant will:**

- Provide professional and legal technical support to law firm fee-earners across all practice groups and work with other Group PSLs in the delivery of professional support services globally.
- Assist fee-earners as required with research and analysis on legal topics, and consult on law reform issues, in collaboration where appropriate with other PSLs in the Group.
- Work with other PSLs to design and deliver a global Legal Resources Training and a Legal Technical Training programme for Appleby fee-earners.
- Provide subject matter depth of experience to law firm fee-earners and the global Knowledge Management team, and to provide and promote the development of essential knowledge resources which improve efficiency and help fee-earners to serve their clients effectively. Travel to other Appleby Offices may be necessary from time to time.
- Prepare a wide variety of legal documents as directed; this position requires excellent communication skills including the ability to compose routine correspondence
- Prepare, process and issue monthly invoices, monitoring and collecting accounts receivables

### **Knowledge, skills and experience required:**

- Must be a qualified Solicitor or Barrister with a minimum of 10 years' experience as a transactional lawyer or PSL (or both)
- Strong subject matter depth in the required practice areas or legal sectors
- Sound analytical skills, strong technical and transactional knowledge
- Robust legal research skills and familiarity with major legal research products
- Strong project management skills and ability to coordinate cross-practice projects
- Ability to draft and compile frequent electronic updating and alerting services which highlight the impact of legal and commercial developments on fee-earners and their client sectors
- Excellent interpersonal and communication skills, including exceptional drafting skills, and ability to present persuasively in person and communicate complex ideas in writing
- Familiarity with legal Technical Training education and systems (including CLE)
- Proficiency with document management systems (particularly Autonomy-Interwoven), MS Office (Word, Excel and PowerPoint) and SharePoint portals, document comparison software (e.g. Workshare Deltaview) and Adobe Acrobat

Please apply online by registering in the Careers section (Positions Available) of our website at [applebyglobal.com](http://applebyglobal.com) before **12 October 2016**.



**APPLEBY**  
OFFICIAL LAW FIRM  
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Offshore Legal Advice & Services

[applebyglobal.com/careers](http://applebyglobal.com/careers)

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