WQ WAKEFIELD QUIN

requires a
Corporate Executive Assistant

This is a challenging opportunity which would suit a highly responsible and motivated individual able to provide a full range of executive support to a Director - Corporate. Applicants should expect to be skills tested and be capable of working as a team member in a highly professional service oriented firm.

Duties of the position will include:

- Preparing and editing letters, memoranda, reports/contracts/agreements and other documentation on a variety of complex corporate matters
- Performing a range of high level support including organizing complex travel itineraries, scheduling meetings and transport requirements
- Managing new client matters, including issue of engagement letters and collection of KYC
- Managing client invoicing, adjustments and reports, including time entry into PCLaw and collection of accounts receivables
- Liaising with clients in relation to legal matters and invoicing queries
- Conducting legal research and organizing information as appropriate
- Exemplary planning and time management skills to provide the Director with more productive time

QUALIFICATIONS/SKILL REQUIREMENTS:

- A Bachelors degree level of education in a legal or business administration discipline
- At least 2 years' recent experience in a similar position within a legal environment ie must be able to demonstrate knowledge and understanding of legal terminology
- Excellent organisational skills with the ability to handle multiple tasks; due to the nature of the work and heavy workload involved, evening and weekend work will be required to meet deadlines
- Computer proficient with Microsoft Office, Adobe, Database management, PCLaw; must be able to type accurately at speed using audio transcription
- Excellent verbal and written communication skills with a strong command of English grammar and spelling

Please apply in writing together with a resume no later than March 24, 2017 to: Wakefield Quin Ltd, PO Box HM 809, Hamilton HMCX attention AY: or via email: hr@wq.bm