

# APPLEBY

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

## Legal Executive Assistant

Appleby requires the services of experienced Legal Executive Assistants. The successful candidates will be focused, innovative and have a keen eye for detail. Principle duties and responsibilities include (but are not limited to) the following:

- Provide advanced secretarial support to team of assigned lawyers, including complex travel arrangements
- Establish and maintain filing system and effectively use the electronic Document Management System
- Prepare routine correspondence, agreements, and standard legal documents under the supervision of lawyers
- Liaise with relevant governmental departments and agencies as needed
- Open and close files in compliance with internal policies and procedures
- Manage calendars and establish and maintain effective reminder systems
- Prepare, process and issue monthly invoices, monitor and collect accounts receivables

Knowledge, skills and experience required:

- A minimum of five years of experience in a senior secretarial role
- A minimum of three years of experience providing secretarial support in a law firm/legal environment
- Ability to accurately type at 60 – 70 w.p.m.
- Experience working in a shared support environment
- Excellent verbal and communication skills, including excellent spelling, grammar and punctuation
- Professional attitude and approach, including the ability to work independently, exercising judgement and initiative
- Proficient in the use of MS Office, particularly MS Word and Outlook, Client Management Systems (CMS) and Document Management Systems (DMS)

Successful candidates will be able to produce work on a same-day basis, adhere to deadlines and work overtime when required. If you possess the relevant experience, are a motivated team player and interested in career advancement, we want to hear from you.

Please apply online by registering in the Careers section (Positions Available) of our website at [applebyglobal.com](http://applebyglobal.com) before **2 June 2017**.



**APPLEBY**  
OFFICIAL LAW FIRM  
2017 AMERICA'S CUP

**Offshore Legal Advice & Services**

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

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