

Experienced Legal Secretary

We are seeking a highly motivated, committed, organized and experienced Legal Secretary to join our team and provide secretarial and administrative support to one or more of our Fee Earners.

What Will You Do

- Undertake all aspects of the secretarial role including administrative and support services as required using the most appropriate tools and resources for the task
- Prepare and type documents, contracts, and general correspondence, organize information, file, maintain and coordinate calendars for fee earners, as well as handle travel and mail
- Assist in preparation of bills and bill narratives
- Deal with internal and client calls in a timely, confident, helpful manner and pass on accurate messages as required/action where necessary
- Assist legal team with non-client matters, which may include miscellaneous work, generated from outside activities and "pro bono" legal work
- Perform other related duties as required and assigned
- Assist and support other team members at busy times

What You'll Need

- Minimum of 5 years' experience as a senior secretary (three of which must be experience working within a law firm environment)
- Prior experience in preparing complex and properly formatted documents
- Prior experience in transcribing legal documents, correspondence and reports from rough draft and/or dictation
- Must have well developed and professional interpersonal skills and have the ability to work in a team environment with a client service focus.
- Knowledge and proficiency in PC applications including MS Word, Excel and PowerPoint
- Proficiency in spelling, grammar, proofreading and writing skills, attention to detail and accuracy
- Proven ability to exercise discretion and confidentiality

How You'll Grow

At Conyers we focus on assisting people at every level of their career to identify and use their strengths to do their best work every day. We offer opportunities to help sharpen skills in addition to hands-on experience. There are a variety of opportunities to continue to grow throughout their career.

Resumes with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman
P.O. Box HM 666, Hamilton, HM CX
Tel: (441) 295-1422
Fax: (441) 292-3134
Email: careers@conyersdill.com
Closing date: June 19, 2017.