



In association with Walker

Search Clerk and Office Assistant

suitably qualified and experienced persons for the above position. Reporting to the head of the Corporate and Finance Department Undertake company and court searches and provide clerical assistance to any staff member within the office.

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- Conducting Registrar of Companies and Supreme Court searches and maintaining a court search data base

- Filing and collection of legal documents at the Registrar of Companies, Supreme Court and the Bermuda monetary Authority
- Liaising with lawyers and staff, as appropriate, in relation to company and court search queries and results
- Copy typing, photocopying, faxing and scanning of documents and correspondence
- Assist with the creation of file folders (correspondence and documents) as needed, filing on a daily basis, maintaining the filing cabinets, producing labels for files and filing cabinets as needed
- Assist with the opening, closing and archiving of files;
- To be familiar with, and comply with, Firm policies relevant to the purpose of the job.

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Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMPUTER KNOWLEDGE
Windows -Microsoft Word -Microsoft Excel - Outlook

EDUCATION AND/OR EXPERIENCE
A High School graduate with a minimum of three years' experience as

conducting company and court

PERSONAL QUALITIES/SKILLS

- Highly organised with a good attorney

- Good interpersonal skills and ability to multitask
- High level of computer literacy

The physical demands described he

must be met by an employee to successfully perform the functions of this job.

While performing the duties of this job, the employee is required to frequently walk for the purpose of completing assignments.

Court Registry and to de-

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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Taylors In association with Walkers offers a dynamic working environment with opportunities for career progression and an excellent remuneration package, including a discretionary performance based bonus, pension and fully covered health insurance. A remuneration package, commensurate with experience and qualifications, will be

Qualified applicants must submit a cover letter as well as a resume to hr@louisville.edu.

delayne.bean@walkersglobal.com.
All enquiries will be dealt with in the strictest confidence.

Closing Date: 31 January 201

* Kevin Taylor has applied to the Bermuda Bar Council for the approval of Walkers (Bermuda) Limited as a professional company under section 16A of the Bermuda Bar Act 1974. It is anticipated that the successful applicant would have their employment transferred to Walkers (Bermuda) Limited in the event that Walkers (Bermuda) Limited is approved as a professional company by the Bar Council.