



In association with Walkers

Search Clerk and Office Assistant

Taylor's In association with Walkers* invites applications from 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.

JOB DUTIES

To provide general administrative and/or secretarial support to staff including (without limitation)

- 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.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. 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 of conducting company and court searches.

PERSONAL QUALITIES/SKILLS

- Highly organised with a good attention to detail
- Good interpersonal skills and ability to multitask
- High level of computer literacy

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to frequently walk for the purpose of conducting company and court searches to/from the Registrar of Companies and Supreme Court Registry and to deliver documents.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

Taylor's 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 offered to the successful candidate.

Qualified applicants must submit a cover letter as well as a resume to: delayne.bean@walkersglobal.com.

All enquiries will be dealt with in the strictest confidence.

Closing Date: 31 January 2018

* 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.