



**Bermuda Executive Services Ltd** is seeking qualified applicants for contract and permanent employment opportunities in the capacity of:

## **EXECUTIVE ASSISTANT/LEGAL SECRETARY**

### **Key Duties and Responsibilities:**

- Providing advanced administrative support to senior executives/partners senior legal teams
- Ability to take, transcribe and prepare minutes and maintain minute books
- Maintain and organize an extensive diary, organize weekly, monthly and annual meetings, client and board meetings, and arrange travel
- Liaise with clients and regulatory bodies and ensure compliance with statutory requirements
- Independent drafting of business and/or legal documentation
- Prioritizing, dealing with clients and all administrative support work
- Keeping accurate time records for client billing
- Superior knowledge of all aspects of Microsoft Office
- Drafting of routine correspondence for signature

### **Minimum Qualifications and Experience**

- Applicants should have a minimum of three years' recent experience providing senior administrative support to Legal and/or Executive team members
- High proficiency in transcription of legal documents, correspondence and reports from rough draft or dictation
- High competence in business and legal terminology, spelling, grammar, proofreading and writing
- Ability to take accurate notes to develop reports and/or minutes of meetings and hearing would be an asset

Applicants should submit a detailed resume with two employment references to [madderley@queenmgt.com](mailto:madderley@queenmgt.com) or in writing to: BES Ltd. Cedar House, 3rd Floor, 41 Cedar Avenue, Hamilton HM11, 296-5627. Closing date March 17, 2018