

## 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

**Résumés 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](mailto:careers@conyersdill.com)  
**Closing Date:** May 7, 2018