



COX HALLETT  
WILKINSON LIMITED  
BARRISTERS AND ATTORNEYS

## Executive Legal Assistant Litigation Department

CHW requires an experienced and qualified Executive Legal Assistant with a proven track record to provide a full range of secretarial and administrative support to three attorneys in the Litigation Department with a heavy workload and overflow support to other litigation attorneys.

### General duties of the position will include:

- Assisting with large-scale and complex corporate, commercial and trust litigation
- Document preparation: retrieving and adapting precedents for review and revision
- Maintaining the Department's document filing system for storage and retrieval of documents;
- Preparation of trial/hearing bundles;
- Conducting searches of public records and reporting results;
- Drafting standard applications, costs schedules and basic orders with minimal supervision;
- Drafting routine correspondence, including communications with the Courts, letters, faxes and e-mails;
- Efficient and professional handling of client enquiries, managing incoming and outgoing correspondence, time data entry;
- Scheduling and co-ordinating meetings;
- Maintaining calendars and monitoring deadlines for projects and assignments;
- Liaising with internal and external lawyers, clients and other human resources;
- Operating the Firm's billing system.

### The successful candidate will possess the following qualifications and skills:

- A sound academic background with either five years' of recent executive legal assistant experience in the Litigation Department of a major law firm;
- Advanced computer skills in Microsoft Word and Excel, and Filemaker Pro preferably in a Macintosh environment;
- Advanced administrative skills with accurate typing at 60-70 wpm;
- Knowledge of legal terminology and litigation practice and procedure;
- Excellent verbal and written communication skills with proven ability in managing multiple work streams and meeting challenging deadlines in a high pressure environment;
- Experience working in a shared support environment;
- Team oriented and collegiate with a willingness to share knowledge;
- Ability to exercise discretion and confidentiality in all matters;
- Professional attitude and demeanour;
- Ability to work overtime at short notice when required.

CHW offers a competitive compensation and benefits package. Applications with resumes and two written references should be sent in confidence to:

Karen Skiffington  
Firm Administrator  
Cox Hallett Wilkinson Limited  
Cumberland House, 9<sup>th</sup> Floor  
1 Victoria St.  
P.O. Box HM 1561  
Hamilton HM FX Bermuda

Closing Date:  
September 6, 2018

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www.chw.com