

**Carey Olsen Bermuda\*** invites applications for a **Legal Receptionist**.

Duties and responsibilities include but are not limited to answering the telephone, greeting clients and visitors, maintaining the waiting area, ordering supplies, maintaining and scheduling conference rooms, and assisting with general office administration.

Successful candidates will have a minimum of three years of experience working in a law office or professional services firm, excellent interpersonal and customer service skills and experience managing a multi-line telephone system.

Qualified candidates should submit a covering letter and resume to [tiffany.tavares@careyolsen.com](mailto:tiffany.tavares@careyolsen.com) or to the attention of **Tiffany Tavares**, **Atlantic House, 2nd Floor, 11 Par-la-Ville Road, Hamilton HM 11**. Tel **542 4503**. All enquiries will be treated confidentially.

Closing Date: 10 September 2018

\*Michael Hanson, trading as Carey Olsen Bermuda