

Carey Olsen Bermuda\* seeks an experienced Legal Secretary to join our team. If you have the necessary experience, great interpersonal skills and thrive on being busy then we would love to hear from you.

Key duties and responsibilities include general administrative and secretarial support, including but not limited to assisting with management duties as required, preparation of general correspondence, legal documents and bills under the supervision of fee earners, assisting with conflict checks and file opening procedures, answering telephones and email messages, as well as arranging meetings and diary management, maintaining physical and electronic files as well as client databases, and organizing all logistics relating to travel plans, including drafting marketing and business development reports.

Successful candidates will have a minimum of five years' experience in a senior secretarial role, including three years in a secretarial role at a law firm, experience with electronic document management systems such as iManage, client management systems and Microsoft Office applications, excellent writing and proofreading skills and prior experience in preparing complex and properly formatted documents. Successful candidates will also be team oriented with a flexible approach to assisting colleagues in a multi-team working environment. A secretarial or administration qualification would be an advantage.

Qualified candidates should submit a covering letter and resume electronically to: [tiffany.tavares@careyolsen.com](mailto:tiffany.tavares@careyolsen.com)

HR Department, Carey Olsen Bermuda  
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Closing date: 7 January 2019

\*Michael Hanson trading as Carey Olsen Bermuda