

APPLEBY

Appleby (Bermuda) Limited, a leading offshore law firm, provides legal advice and services to many leading global organisations.

Legal Executive Assistant

Appleby requires the services of experienced Legal Executive Assistants. The successful candidates will be focused, innovative and have a keen eye for detail. Principle duties and responsibilities include (but are not limited to) the following:

- Provide advanced secretarial support to team of assigned lawyers, including complex travel arrangements
- Establish and maintain filing system and effectively use the electronic Document Management System
- Prepare routine correspondence, agreements, and standard legal documents under the supervision of lawyers
- Liaise with relevant governmental departments and agencies as needed
- Open and close files in compliance with internal policies and procedures
- Manage calendars and establish and maintain effective reminder systems
- Prepare, process and issue monthly invoices, monitor and collect accounts receivables

Knowledge, skills and experience required:

- A minimum of five years of experience in a senior secretarial role
- A minimum of three years of experience providing secretarial support in a law firm/legal environment
- Ability to accurately type at 60 – 70 w.p.m.
- Experience working in a shared support environment
- Excellent verbal and communication skills, including excellent spelling, grammar and punctuation
- Professional attitude and approach, including the ability to work independently, exercising judgement and initiative
- Proficient in the use of MS Office, particularly MS Word and Outlook, Client Management Systems (CMS) and Document Management Systems (DMS)

Successful candidates will be able to produce work on a same-day basis, adhere to deadlines and work overtime when required. If you possess the relevant experience, are a motivated team player and interested in career advancement, we want to hear from you.

Please apply online by registering in the Careers section (Positions Available) of our website at applebyglobal.com before **25 March 2019**.

Offshore Legal Advice & Services

applebyglobal.com/careers

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