



EXPERIENCED EXECUTIVE LEGAL SECRETARY Corporate Department

CHW Limited has a challenging opportunity for a highly responsible, self-motivated and experienced executive legal secretary to provide a full range of secretarial support to Directors and other legal professionals within the corporate department.

The candidate must have experience and an in-depth understanding of how to manage and organise legal and commercial documents at a very high level. The primary responsibilities will include providing document support for the legal professionals and consultants, as well as managing the daily activities, schedules and documents of the legal professionals, as needed. It is critical that the right candidate have a strong ability to prioritize multiple requirements, while being a consummate team player.

An ideal candidate should possess a strong work ethic, a high degree of professionalism that embodies CHW's values, and be detailed-orientated and self-motivated. If successful, the candidate should be able to discretely handle highly confidential information in a demanding and thriving corporate practice.

Candidates should expect to be skills tested and be capable of working in a busy department of a highly professional, service orientated firm.

General duties of the position include:

- Providing advanced secretarial support, including file management, client billing and monitoring/collection of accounts receivable;
- Take ownership for the success of the firm-wide administrative functions by effectively communicating with and providing back up support to all administrative staff, as needed
- Assisting with the preparation of memoranda and reports on a variety of corporate transactional matters, including assisting with economic substance filings and other electronic filings associated with a busy corporate and commercial practice;
- Accurately review, proofread and assist with any materials, including documents, reports, memos, briefings, presentations, forms and other items ensuring accuracy and completeness
- Properly format and implement styles of legal documents
- Assist with producing print-ready documents for review by lawyers and/or consultants
- Liaising with attorneys, clients and other resources locally and globally;
- Liaising with various government ministries and departments, as well as the BMA and Registrar of Companies, on a regular basis;
- Scheduling and coordinating meetings;
- Maintaining calendars and monitoring deadlines for projects and assignments;
- Conducting company and litigation searches and compiling search reports;
- Handling the case loads of a very busy corporate team;
- Working overtime and weekend work may be required at short notice.
- Proactively contribute to office activities to ensure an efficient and cohesive team environment.

The successful candidate will possess the following qualifications and skills:

- A minimum of ten years' recent experience at a senior secretarial level in the corporate department of a law firm;
- Advanced computer skills in Microsoft Word, Excel and PowerPoint, Lotus and File Maker Pro, preferably in a Macintosh environment;
- Proven experience with electronic billing, collection and trust account systems;
- Advanced secretarial skills with accurate typing at 65-70 wpm;
- Knowledge of corporate legal terminology and practices;
- Experience managing legal documents
- Excellent verbal and written communication and organizational skills;
- Proven ability to handle multiple tasks and work as part of a team of professionals in a high pressure environment;
- Ability to exercise discretion and confidentiality in all matters;
- Proven capability in effective time management and prioritizing tasks;
- Operates with a high degree of accuracy with strong attention to detail;
- Ability to manage conflicting priorities while respecting tight deadlines;
- Proven ability to establish professional working relationships with colleagues and external clients; and
- Able and willing to provide mentorship to other members of the firm.

Please ensure to put the position title for which you are applying to in the subject line. Please note that only candidates selected will be contacted. Thank you for your interest in this position.

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

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Closing Date:
14 July 2020