

Appleby (Bermuda) Limited,

a leading offshore law firm, provides legal advice and services to many leading global organisations.

Principal duties and responsibilities will include (but are not limited to) the following:

ASSOCIATES AND SENIOR ASSOCIATES

Appleby (Bermuda) Limited is accepting applications from Lawyers for our Corporate and Dispute Resolution practice areas. Principal duties and responsibilities will include (but are not limited to) the following:

CORPORATE

- Advise clients, in keeping with the Group's principles, with respect to all aspects of corporate law matters
- Advise clients on complex commercial transactions
- Participate in the department's marketing, education and training programmes
- Contribute to marketing efforts through writing articles for industry publications, speaking at conferences and attending overseas business development trips

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Minimum of three to five years post qualification experience in any corporate transactional practice area
- Demonstrable specialised knowledge of corporate and commercial law in Bermuda or similar common law jurisdictions relating to corporate finance, banking, insurance, funds and investments, telecommunications and technology, aviation, shipping or natural resources and energy
- Ability to run complex and challenging matters with minimal supervision
- A high level of proficiency in the Microsoft Office suite of programmes

DISPUTE RESOLUTION

- Review and undertake a wide range of contentious commercial disputes particularly including trust, company and insurance disputes
- Advise clients on complex high risk transactions
- Assist regulated clients navigate regulatory issues
- Lead or assist in drafting of precedent documentation for the department
- Advocate for clients at mediation hearings, tribunal hearings and court hearings
- Participate in the department's marketing, education and training programmes
- Contribute to marketing efforts through writing articles for industry publications, speaking at conferences and attending overseas business development trips

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Minimum of three to five years post qualification experience in commercial litigation and dispute resolution
- Advocacy and trial preparation experience
- Knowledge and experience with discovery, including e-Discovery Systems
- Ability to run complex and challenging matters with minimal supervision
- A high level of proficiency in the Microsoft Office suite of programmes

COUNSEL

Appleby (Bermuda) Limited is accepting applications from Lawyers for our Corporate practice area. Principal duties and responsibilities will include (but are not limited to) the following:

CORPORATE

- Establish rapport and credibility with clients on various matters.
- Generate new clients or new work from existing client and work referrers.
- Advise clients, in keeping with the Group's principles, with respect to all aspects of corporate law matters
- Represent the Group in dealings with outside law firms, government representatives, agencies and other professionals involved with the client's matters
- Advise clients on complex commercial transactions
- Develop a thorough understanding of each assigned client's business and business philosophy
- Effectively train, develop and manage junior team members, including participation in training programmes
- Contribute to marketing efforts through writing articles for industry publications, speaking at conferences and attending overseas business development trips

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED:

- Minimum of at least ten years post qualification experience in the corporate practice area
- Strong skills in and specialised knowledge of the Corporate practice area
- Developed analytical drafting and negotiating skills
- Proven skills in practice management, client development, marketing and relationship management
- A demonstrated ability to establish priorities, organise and delegate work assignments
- Advocacy and trial preparation experience
- Prior experience and proven ability to manage junior lawyers and contribute to management of the Firm
- Knowledge and experience with discovery, including e-Discovery Systems
- A high level of proficiency in the Microsoft Office suite of programmes

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:

CORPORATE

- 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

DISPUTE RESOLUTION

- Provide advanced secretarial support to a team of assigned lawyers
- Ability to deal effectively and courteously with clients, fee earners and colleagues, and to exercise discretion and confidentiality in all matters
- Prepare court bundles, including case retrieval, photocopying, organising and indexing
- Draft routine correspondence and affidavits, summonses, memoranda of appearance, court directions and other standard legal documents as required
- Manage calendars and coordinate meetings for lawyers
- 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)

Please apply online by registering in the Careers section (Positions Available) of our website at applebyglobal.com before **29 March 2021**.

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OFFSHORE LEGAL
ADVICE & SERVICES



applebyglobal.com/careers