

On behalf of our client, **ASW Law Limited**, we are seeking a **Senior Legal Secretary/Executive Assistant**.

The successful applicant will work in the Corporate Department. Must be a self-starter who can work on their own initiative, with the ability to assume full responsibility of all the administrative functions of a busy and highly pressured legal environment. Meeting strict deadlines and producing work on a same day basis is essential.

Successful Applicant Must Possess:

- High level of computer literacy with advanced knowledge of Microsoft Office;
- Five (5) years proven experience in a similar position;
- Solid and accurate typing speed;
- Excellent written and verbal communications skills with a professional telephone manner;
- Excellent organizational and filing skills (hard copy, electronic, database management);
- Ability to liaise confidently with clients, both locally and overseas;
- Ability to work well under pressure;
- The maturity and discretion to handle confidential matters.

Experience dealing with corporate or commercial work an advantage. In addition to these requirements, the successful candidate must have the ability to work overtime on short notice, as well as be willing to assist in other areas of the Firm as workloads demand.

All applicants will be skills tested.

Interested applicants must possess a proven record of integrity and excellent work references related to the position applied for, as all references will be verified. Please submit CV and supporting employment references to: **The Platinum Group Ltd., P.O. Box 1415, Hamilton HMTX, Bermuda, Tel: 441 296 4090**
email: tracy@platinumgroup.bm
Closing date: November 4th, 2021.