

Legal Secretary

This position will assist in supporting a busy group of attorneys. It also offers a broad range of responsibilities and challenges that will utilize strong organization skills and a detail oriented focus. This position will be responsible for a variety of projects, as assigned by attorneys. The ideal candidate will have a professional demeanor, good judgment, and excellent written and verbal communication skills.

What Will You Do

- Client communications, administration, preparation of invoices and billing
- Legal document drafting, editing, printing, copying, filing
- Diary management, coordination of meetings and appointments, ensuring fee earners have everything they need in order to deliver client services
- Travel planning and booking, expense report preparation and submission
- Opening new client files and ensuring compliance considerations are met
- Maintain and amend client records, contact names and ensure files are closed when the matter is concluded
- Take ownership of allocated administrative tasks relevant to the team
- Maintain online filing system, ensuring that filing is carried out on a regular basis, undertake photocopying, scanning and manage Microsoft Outlook application, including drafting and responding to correspondence;
- Support other secretaries in the team with large pieces of work or in busier periods where capacity allows
- Preparing of conflict checks and completion of file opening procedures in Elite including compliance information and liaising with clients in respect to due diligence requirements
- Prepare/draft simple legal documents and correspondence
- Assist with preparation of invoices and follow up of payments with clients, liaising closely with finance team on accounts receivables

What You'll Need

- Minimum of 5 years' experience as a senior secretary (three of which must be recent experience working within a law firm/legal environment)
- A high level of attention to detail
- Skilled in file management, proficient in the full Microsoft suite of programs, be able to type quickly and accurately
- Superior organisational skills, with a disciplined approach to documentation
- Ability to efficiently manage own time, and effectively prioritise workflow
- Experience in drafting legal or other professional correspondence
- Demonstrated ability to effectively liaise with 3rd parties including clients
- Experience in working to meet tight reporting deadlines and meeting demanding client obligations
- Ability to adhere to the highest level of confidentiality at all times
- Collaborative, focused on continuous improvement and demonstrate a personable manner
- Experience with, Elite Enterprise, Interaction, FileSite software systems is a plus

Resumes with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman

P.O. Box HM 666, Hamilton, HM CX

Tel: (441) 295-1422 **Fax:** (441) 292-3134

Email: careers@conyers.com

Closing Date: January 28, 2022