



Executive Secretary/Administrator

Job Summary

We are seeking an Executive Secretary/Administrator to join our team. The successful candidate will perform a range of secretarial duties and may be required to provide relief services for other secretarial areas within the firm.

Key Job Accountabilities

- Provide advanced secretarial support to one or more fee earners, including billing and client correspondence
- Prepare and type documents, contracts, and general correspondence, organize information, file, maintain and coordinate calendars for fee earners, as well as handle travel and mail
- Draft routine correspondence as directed
- Establish and maintain file system for fee earner
- Work includes confidential information so discretion is a must
- Knowledge of the Firm's secretarial policies and all applicable administrative procedures.
- Perform other related duties as required and assigned

Key Job Requirements

- A minimum of five years of experience as a senior secretary/administrator
- Experience in a law firm/legal environment at a senior secretary/administrator level preferred
- Knowledge of legal terminology and practice strongly preferred
- Proven ability to prepare complex, properly formatted documents using styles, section formatting, and tables in Microsoft Word
- The ability to transcribe legal documents, correspondence and reports from rough draft or dictation
- Excellent communication and interpersonal skills
- The ability to act on own initiative as well as perform effectively as a team player
- Proven knowledge of diary/meeting management and travel booking management
- Attention to detail and accuracy
- Well organized and mature

Résumés with references may be submitted in complete confidence to:

HR Department, Conyers Dill & Pearman

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

Fax: (441) 292-3134

Email: careers@conyersdill.com

Closing date: March 10, 2011

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