



Requires an

**EXECUTIVE LEGAL SECRETARY/
ADMINISTRATIVE ASSISTANT**

ISIS Law Limited is a niche corporate law firm which specialises in investment fund and cross border structured transactions. ISIS Law Limited is also affiliated with the ISIS Group which is based in Bermuda, Australia, Nepal and Uganda.

We are looking for a highly efficient **Executive Legal Secretary/ Administrative Assistant** with a passion and enthusiasm for being part of a small and dynamic team. It is important that the successful applicant be confident in working on their own initiative with the ability to assume full responsibility of all the legal and administrative support requirements of this law firm.

The successful applicant should have:

- Minimum of 5 years' recent executive secretarial experience at senior level (two of which must be experience in a law firm/legal environment);
- Knowledge of legal terminology and experience of corporate legal practice strongly preferred;
- Excellent communication skills, both verbal and written and interpersonal skills, ability to build relationships, work well in a team and communicate across all levels;
- Strong file management and organisational skills and the ability to act on own initiative and work independently in an unsupervised environment;
- Experience working in a shared support environment and as part of a team of professionals in a high pressure environment;
- The flexibility to work overtime as and when required;
- The ability to exercise discretion and confidentiality in all matters;
- Proven ability to effectively administer a busy workload, prioritise and meet deadlines and deal with multiple tasks whilst maintaining strong attention to detail;
- An extensive working knowledge of Microsoft Office including Windows XP, specifically Word to prepare complex, properly formatted documents using styles, section formatting and tables, comparing of legal documents, Excel, PowerPoint and Microsoft Outlook. A good knowledge of Prolaw would also be of an advantage; and
- Advanced secretarial skills including Dictaphone experience and accurate typing speed of 60-70 w.p.m.

It is expected that the role will include (but is not limited to):

- Providing secretarial/ administrative support to two Directors of the firm and assisting with ad hoc projects as and when required;
- Assisting with the preparation of large, complex and confidential legal documents (attention to detail and accuracy is a must as you will be expected to type, amend, proof read and check cross references);
- Assisting with the corporate secretarial business which includes drafting resolutions and annual general meeting minutes, maintaining all company minute books, share transfers and directorship appointments;
- Assisting with incorporating new local and exempt companies;
- Extensive liaison and relationship building with clients and acting as the main point of contact for clients;
- Establishing and maintaining file systems for the legal team and director and officers databases;
- Managing all accounting procedures within the firm including monthly billing, accounts receivable and payable, arranging bar council reporting requirements and government tax payments, being the main contact for the external accounting firm;
- Maintaining client databases and files within Prolaw;
- Drafting minutes and chairing weekly team meetings;
- Practice management including assisting with AML/ATF file responsibilities;
- Liaising with various government ministries and departments, as well as the BMA and Registrar of Companies on a regular basis;
- General office administration, managing IT infrastructure and IT issues;
- Renewing annual D&O and PI Insurance; and
- Management of complex travel arrangements.

Interested applicants should apply in writing and include a detailed resume to:

Human Resources
ISIS Law Limited
35 Crow Lane
Paget HM 20

or

Email: infolaw@isis.bm