

APPLEBY

Appleby, a leading offshore law firm, provides services to many leading global organizations with respect to legal, fiduciary and administration services.

Marketing Executive

We require an energetic, self – confident and highly motivated individual with excellent communication skills to work in a demanding environment as part of the marketing team with primary responsibility for a combination of strategic, tactical and administrative functions. Responsibilities include:

- Assists the Marketing Manager in the development of group and team plans, budgets and special projects
- Coordinates local public, community and media relations and advertising efforts
- Assists with the development of the firm brand
- Manages local and global firm seminars, sponsorships, events and business development initiatives
- Coordinates the preparation of, and updates to, the firm's collateral materials, publications, web content, bios and other firm written materials
- Coordinates client relationship management and reputation enhancement programme information
- Strong participation and visibility in the coordination of the firm's marketing knowledge and materials by building and maintaining internal and external relationships

Knowledge, Skills and Experience required

- A Bachelors Degree in Marketing or Business
- 5 years' work experience with at least 3 years' in marketing or business development preferably in a professional services environment
- Experience and strong working knowledge of the InterAction database an asset
- Strong ability to demonstrate creativity and initiative
- Excellent oral and written communication skills
- Detail oriented with strong organizational skills and a proven ability to meet deadlines and manage priorities

Successful candidates will be able to produce work on a same-day basis, adhere to deadlines and work overtime when required. If you possess the relevant experience, are a motivated team player and interested in career advancement, we want to hear from you.

Please apply online by registering in the Careers section of our website at www.applebyglobal.com before **20 April 2011**.

applebyglobal.com

THE RIGHT PEOPLE. THE RIGHT PLACES. THE RIGHT CHOICE.

Alternatively, written applications, with curriculum vitae, should be addressed in confidence to:

Denneeka Crockwell
Human Resource Officer
Appleby
PO Box HM 1179
Hamilton HM EX

Bermuda	Jersey
BVI	London
Cayman	Mauritius
Hong Kong	Seychelles
Guernsey	Zurich
Isle of Man	

Closing Date: 20 April 2011