

Executive Legal Secretary

CHW Limited has a challenging opportunity for a highly responsible self-motivated and experienced executive legal secretary to provide a full range of secretarial and administrative support to two corporate attorneys and overflow support to the other secretaries. Applicants should expect to be skills tested and be capable of working as a team member and of rising to the various challenges of working in a busy department of a highly professional service-orientated firm.

General duties of the position include:

- Providing advanced secretarial and administrative support including, but not limited to, preparing and drafting letters, faxes and emails specific to the corporate department, professional file management, scheduling/co-ordinating meetings and dealing with time data entry;
- Liaising with clients and attorneys, both locally and globally;
- Liaising with Government and other authorities, including the BMA, the Registrar of Companies and the Department of Maritime Administration, on a regular basis;
- Assisting with the registration of commercial and private aircraft and related mortgages with the Department of Civil Aviation;
- Undertaking company searches at the Registrar of Companies and Supreme Court Registry; and
- Dealing with client billing, including preparing monthly invoices and handling collection of accounts receivable.

The successful candidate will possess the following qualifications and skills:

- A minimum of four years recent experience at a senior secretarial level in the corporate and commercial department of a law firm or similar legal environment;
- Advanced computer skills in Microsoft Word and Excel, Tower, Lotus, Filemaker Pro and Powerpoint, preferably in a Mac environment;
- Advanced secretarial skills with accurate typing at 60-70 wpm;
- Knowledge of corporate legal terminology and practices;
- Excellent oral and written communication and organizational skills;
- Experience of working in a shared support environment with proven ability to handle multiple tasks and work as part of a team of professionals in a high pressure environment;
- Ability to exercise discretion and confidentiality in all matters;
- Proven capability in effective time management and prioritising tasks; and
- Professional attitude and demeanor.

To apply for this position, please submit a resume and references from your two most recent employers in confidence to:

Manager-Human Resources
Cox Hallett Wilkinson Limited

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E: atuxworth@chw.com
www.chw.com

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Closing Date: 15th July, 2011



**COX HALLETT
WILKINSON LIMITED**

BARRISTERS AND ATTORNEYS