



Conyers Dill & Pearman

Library & Research Administrator

Build your career and experience the advantages that come with working for Conyers Dill & Pearman Limited.

Job Summary

We are looking for a self-motivated and enthusiastic person to join the Information Resources Department as a Library & Research Administrator. The post-holder will assist with providing high quality and responsive library and research services to the global offices. The Library & Research Administrator will report to the Manager of Information Resources.

Key Job Accountabilities:

- Manage enquiries and legal research services. Post-holder must be able to conduct legal research effectively using hard-copy and online resources; process, track and update legislation for various jurisdictions, and provide regular updates on key legal developments
- Assist with the creation, maintenance and updating of physical and online reference resources (intranet);
- Identify and collate relevant news and developments for our internal newsletter; and efficiently manage and develop an information monitoring service
- Provide training for fee earners on internal resources and external databases
- Other duties to include physical library management, recording, processing and circulation of periodicals and other materials, cataloguing, filing of loose-leaf materials
- Assist with special projects as required by the Manager

Key Job Requirements

- Five (5) years experience performing legal research in a legal environment or an equivalent combination of education and experience.
- Candidates should possess a passion for legal research and the law
- Exemplary written and verbal communications skills; ability to exchange information and report facts, and other information clearly
- Proven project management, organizational and multi-tasking skills as well as a proactive and flexible approach to problem solving
- Ability to provide a high level of client service in dealing with legal and business professionals
- Proven technological proficiency using Microsoft Office applications Word, Access, Outlook, FrontPage, Sharepoint and other electronic databases as required (Lexis, Lexis Law Library, Justis, Internet)
- Ability to work as part of a team as well as being able to identify and prioritise own workload and to work independently
- Strong motivation to apply skills and knowledge proactively in maintaining and improving library services

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: September 17, 2011

BERMUDA

BRITISH VIRGIN ISLANDS

CAYMAN ISLANDS

CYPRUS

DUBAI

HONG KONG

LONDON

MAURITIUS

MOSCOW

SÃO PAULO

SINGAPORE

conyersdill.com