



## EXECUTIVE SECRETARY/ADMINISTRATOR

### Job Summary

We are seeking an Experienced Executive Secretary/Administrator to join our team. The successful candidate will perform a range of secretarial and administrative duties.

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BRITISH VIRGIN ISLANDS  
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### Key Job Accountabilities

- Provide advanced secretarial and administrative 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 policies and all applicable administrative procedures.
- Other ad hoc duties as assigned under the direction of a fee earner

### Key Job Requirements

- A minimum of five years experience as an executive secretary/administrator (three of which must be recent experience in a law firm/legal environment)
- Proficient in the use of computerized business applications including MS Office, particularly MS Word and Outlook, and Document Management Systems (DMS)
- Exceptional file management and organizational skills along with the demonstrated ability to work well under pressure
- Proven ability to effectively administer a busy workload, prioritize and meet deadlines and exercise discretion and confidentiality in all matters
- Excellent organizational, time-management, multi-tasking and problem-solving skills
- Ability to work effectively in a collaborative global environment with both colleagues and clients
- Proven ability to transcribe legal documents, correspondence and reports from rough draft or dictation
- The ability to act on own initiative as well as perform effectively as a team player

**Résumés with references may be submitted in complete confidence to:**

HR Department, Conyers Dill & Pearman  
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Closing date: 24 October, 2011