



Candidate Briefing Document

Overview

Ogier is one of the world's leading providers of offshore legal and fiduciary services with a presence in the British Virgin Islands, Cayman Islands, Guernsey, Jersey, Hong Kong, Ireland, London, Montevideo and New Zealand.

We have long established relationships with many of the world's leading international financial institutions, professional advisors and regulatory bodies, are consistently highly rated in independent research studies and regularly lead offshore league tables.

We offer clients the strength in depth to handle the largest, most demanding and complex offshore transactions and we pride ourselves on being able to provide expert, efficient, and cost effective legal and fiduciary services across all time zones.

We also recognise that our business is a people business and we invest substantially in recruiting, training and retaining the best people to ensure that our clients have access to the highest quality offshore legal and fiduciary advice. Many of lawyers joined from leading City of London and US based firms and bring a wealth of international knowledge and experience in their respective areas.

Top Offshore Law Firm - Alpha Awards 2007
Offshore Law Firm of the Year - The Lawyer Awards 2007
Jersey Law Firm of the Year - Who's Who Legal Awards 2007
Offshore Law Firm of the Year - Citywealth Magic Circle Awards 2007

Values

At Ogier we have designed a set of values that define what clients expect from us. These are:

Quality: We consistently deliver the right individual solution to exceed the standards of performance our clients expect in a timely efficient manner.

Strength: We are able to deliver the very best offshore solutions because we can select and utilise the most appropriate jurisdiction from our extensive global network.

Partnership: We have an open approach to everything we do. We share intelligence across borders and across functions to achieve our shared goals. We build and nurture strong relationships with our clients, colleagues and suppliers.

Energy: We use drive and determination to be the best in all areas of business in which we operate.

Innovation: We continuously seek new and creative ways to maintain our leadership and improve business delivery, ensuring a high standard of quality, efficiency and speed.

Intelligence: We draw on our expertise to understand client requirements. We learn from them and anticipate future needs.

The Role:**Title:** Fee Earner's Secretary**Reports To:** Fee Earner**Job Purpose****To provide a comprehensive and confidential secretarial service to a group of Fee Earners.****Key Job Responsibilities**

- 1 Screen all incoming telephone calls, taking and relaying accurate messages where necessary. Where appropriate arrange and set up conference and outgoing calls for the Fee Earner.
- 2 Undertake audio, copy and where appropriate shorthand typing of correspondence, internal memoranda and complex documents, and produce accurate final copy to the firm's accepted standards.
- 3 Maintain the Fee Earner's diary and ensure that he/she is prepared and available for meetings at the appointed time and appropriate room.
- 4 Ensure that all new client matters are accurately set up in the client accounting and database system.
- 5 Maintain and amend client records, contact names and ensure files are closed when the matter is concluded.
- 6 Screen personal callers and provide coffee/tea for meetings in Fee Earner's room.
- 7 Maintain file of white copies for reference on all correspondence handled by the Fee Earner.
- 8 Ensure adequate supplies of stationery stocks are maintained.
- 9 Make travel arrangements and pass information to accounts for their records and ensure recovery of Fee Earner's expenses to ensure accurate billing.
- 10 Liaise with other professional organisations and in the course of this contact ensuring the firm's professional image is promoted in the best possible way.
- 11 Maintain filing system, ensuring that filing is carried out on a regular basis, undertake photocopying and prepare and transmit faxes as necessary.
- 12 Assist with the completion of timesheets for the Fee Earner.
- 13 Assist other secretaries to handle large volumes of work.

- 14 Organise lunches for visiting clients, and in liaison with Fee Earner/Caterer select menu and organise seating plan.
- 15 Preparation/drafting of simple legal documents and correspondence.