



## Job Description

Job title: Associate

Department: Business & Trust Law Group (BTLG)

Jurisdiction: Cayman

### Purpose of the role

To provide technically sound legal advice on a range of issues, whilst building and maintaining productive relationships with clients and intermediaries

### Key Responsibilities

- Build and maintain productive working relationships with clients. Establish credibility, influence where appropriate and provide excellent client service.
- Draft contracts, minutes of board meetings, etc.
- Prepare fee matter estimates and quotations.
- Ensure timeliness of debt collection and billing.
- Ensure effective management of time, effort and resources in order to generate maximum efficiencies.
- Maintain time records at all times.
- Ensure work is compliant with procedures and standard documents.
- Consider regulatory issues at all times and report any concerns to senior management as appropriate.
- Maintain Knowledge Management (KM) information/system and ensure this is accurate and current.
- Build knowledge and experience in practice areas to the highest standards.
- Understand Legal Business plan and Strategic plan
- Provide support and guidance to more junior members of the team
- Undertake project work as required, undertaking any initiatives identified and designated from time to time by Heads of Service Line Partners or Director of Business Development.

### Competencies

- 2 - 6 years' PQE
- Significant experience from a leading law firm in one or all of the following environments: Banking & Finance / Funds / Corporate & Commercial
- Strong Academics (minimum 2:1 degree)
- Good interpersonal skills
- Effective communicator
- Strong influencing skills
- Excellent time management skills
- Ability to formulate, consider and select the most appropriate solutions
- Strong relationship management skills
- Ability to work effectively in a team
- Excellent drafting skills

### Contact

To apply for this role please send your CV to [recruitment@ogier.com](mailto:recruitment@ogier.com)

Regulatory information can be found at [ogier.com](http://ogier.com)