



Job Description

Job title: Executive Legal Secretary
Location: Business & Trust Law Group
Jurisdiction: Cayman

Executive Legal Secretary

Are you the type of person who likes to make a positive impact in the work lives of others? Are you a problem solving, positive force for good who is proactive and detail oriented? Can you handle multiple projects and priorities with grace and style?

If you answered yes to the above then we want to talk to you!

Key Responsibilities

- Client communications, administration, preparation of invoices and billing;
- Legal document drafting, editing, printing, copying, filing;
- Diary management, coordination of meetings and appointments, ensuring fee earners have everything they need in order to deliver client services;
- Travel planning and booking, expense report preparation and submission;
- Opening new client files and ensuring compliance considerations are met;
- Maintain and amend client records, contact names and ensure files are closed when the matter is concluded;
- Take ownership of allocated administrative tasks relevant to the team;
- Maintain online filing system, ensuring that filing is carried out on a regular basis, undertake photocopying, scanning and manage Microsoft Outlook application, including drafting and responding to correspondence;
- Support other secretaries in the team with large pieces of work or in busier periods and across other legal teams where capacity allows;
- Responsible for conducting CORIS company searches;
- Preparing of conflict checks and completion of file opening procedures in Elite including compliance information and liaising with client in respect to due diligence requirements;
- Prepare/draft simple legal documents and correspondence; and
- Assist with preparation of invoices and follow up of payments with clients by implementing early intervention process, liaising closely with Credit Control on accounts receivable.

The successful candidate will have:

- 5 years legal secretarial experience supporting investment funds lawyers, or an incredible attitude and aptitude for learning.
- A high level of attention to detail and be skilled in file management, proficient in the full Microsoft suite of programs, be able to type quickly and accurately;
- Superior organisational skills, with a disciplined approach to documentation;
- Ability to efficiently manage own time, and effectively prioritise workflow;
- Experience in drafting legal or other professional correspondence;
- Demonstrated ability to effectively liaise with 3rd parties including clients;

- Experience in working to tight reporting deadlines and meeting demanding client obligations;
- Ability to adhere to the highest level of confidentiality at all times; and
- Collaborative, focused on continuous improvement and be fun to work with.

Salaries in the range of US\$65,000- US\$85,000 per annum. Ogier offers an excellent benefits package, including premium health care and 20 days' vacation. To apply for this role please send your CV to Caymanlegalrecruitment@ogier.com

- **Caymanians and legal residents need only apply. Closing date December 14, 2018**