

## LEGAL EXECUTIVE ASSISTANT

JOB IDENTIFICATION	
<b>Job Title:</b>	Legal Executive Assistant
<b>Department:</b>	Corporate
<b>Location</b>	Mauritius

## THE ROLE

## PURPOSE:

The Legal Executive Assistant (**LEA**) is responsible for providing secretarial and administrative services and may be required to provide relief services for other secretarial areas within the Group.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

**General**

- Effectively use the Document Management System in keeping with Appleby standards; Establish and maintain an effective file review system
- Ensure all filing, both electronic and paper based, is complete and kept up to date
- Ensure that attorney's time entries have been inputted, released and posted; and that professional matters are billed, subject to agreement with the fee earners, and sent to the client on a timely basis
- In conjunction with the attorneys and Finance team, ensure that accounts receivables are monitored and action is taken with the attorney to affect recovery
- In conjunction with the attorneys and Marketing team, execute business development activities as required
- In conjunction with the Searches team, request company, litigation or property searches and follow up on same
- Transcribe digital dictation and handwritten materials
- Track changes on marked up documents
- Receive and screen all telephone calls. Take complete and accurate messages and when possible, act upon same
- Establish and maintain effective reminder systems
- Proofread draft correspondence and documents
- Initiate and answer routine correspondence, as directed by supervisor
- Deal with inquiries (internal and external) in the absence or unavailability of the attorney

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- Coordinate appointments, meetings and conferences, including booking meeting rooms, creating schedules and timetables and any travel arrangements or reservations when required
  - Draft routine correspondence as directed
  - Produce confidential reports and undertake projects, such as research, minute taking, etc.
  - Creation of redline/blackline documents with the use of document comparison software when required
  - Execute file opening and closing procedures in compliance with Appleby policies and procedures
  - Establish and maintain personal and professional files on behalf of the attorney
  - Coordinate the preliminary conflict check to ensure the attorney's ability to represent the instructing party
  - Other duties as assigned

The following sections outline duties specific to Corporate:

- Obtain Certificates of Compliance and related certificates and materials as required
- Reserve names through the Registrar of Companies, online or manually as required
- Draft routine correspondence and agreements, apostilles, certificates and other standard corporate instruments
- Under direction of attorney, update bye-laws and any other constitutional documents as required

#### KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED :

- A minimum of three (3) years of experience in a secretarial role and/or have completed a certified secretarial course. However, any combination of education and experience, which provides the required knowledge and skills, may suffice
  - Strong Accounting/Finance knowledge in time-record/billing would be an advantage.
  - Advanced secretarial skills including the ability to accurately type at 60 - 70 w.p.m. Knowledge of shorthand may be advantageous in some positions
  - Proficient in the use of the Microsoft Office suite of applications, specifically MS Word and MS Outlook, Client Management Systems (CMS) and Document Management Systems (DMS).
  - The ability to recognize and prioritize urgent matters, as well as possess the ability to consistently produce high quality work under pressure
  - Excellent verbal and written communication skills i.e., a thorough command of the English language, including excellent spelling, grammar and punctuation
  - The ability to deal effectively and courteously with clients, fee earners and colleagues, and to exercise discretion and confidentiality in all matters
  - Must possess a professional attitude and approach, including the ability to work independently, exercising judgment and initiative
  - Sound organizational skills. These skills will be required in order to establish and maintain effective filing systems, record-keeping procedures and in arranging daily appointments
  - Knowledge of legal terminology and practices strongly preferred
  - Ability to act on own initiative and work as a team
  - Proactive responsibility of ensuring capability of using technical resources
  - Willingness to work shift hours from 3 p.m to midnight;
  - Flexibility – on occasions working beyond normal working times will be required
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