

PRIESTLEYS

Attorneys at Law

Legal Secretary

Priestleys is looking to recruit an experienced legal secretary to assist in our vibrant litigation and dispute resolution department.

As a boutique law firm with an excellent reputation Priestleys maintains an extremely diverse roster of clients and high caliber cases whilst still offering all the benefits of a small firm and closeknit team environment.

We have an immediate opportunity for a candidate with a proactive approach who can operate successfully in a fast-paced, dynamic environment. The successful candidate will be responsible for providing support to the litigation team, including but not limited to communicating directly with clients and court staff, managing diary and travel arrangements, maintaining client files, preparing court bundles and attending to monthly billings. A self-starter with the ability to evolve and adapt, we are seeking a candidate with an enthusiastic mindset who is willing to wear multiple hats and play an active role in ensuring the success of our team.

The successful candidate will be highly organized with excellent administrative, interpersonal and communication skills and a fluent knowledge of Microsoft Office and legal accounting software. A minimum of 3 years' experience in a litigation department of a Cayman Islands or overseas law firm is essential and a legal secretarial qualification is preferred.

Remuneration will comprise a salary in the region of US\$60,000-80,000, commensurate with qualifications and/or experience, plus health insurance and pension benefits as prescribed by law.

Please apply by email to guy.dilliway-parry@priestleys.ky on or before 31st March 2023 in order to be considered.