Legal Secretary | Bermuda

Join Our Talent Network for 2027 Opportunities

As we approach 2027, we anticipate growing demand from our Bermuda-based clients for experienced Legal Secretaries to support lawyers, legal teams, and business operations across leading offshore law firms and professional services organizations.

We are currently building our network of talented professionals for upcoming opportunities. If you have experience providing legal administrative support in a law firm environment and are interested in exploring future opportunities in Bermuda, we would welcome the opportunity to connect with you.

Key Responsibilities

- Preparing, formatting, proofreading, and amending legal documents, correspondence, and reports
- Managing lawyer calendars, meetings, travel arrangements, and deadlines
- Opening, maintaining, and archiving client files and matters
- Assisting with client onboarding, conflict checks, and document management processes
- Conducting corporate, regulatory, and court searches as required
- Supporting billing, invoicing, time entry, and expense processing
- Liaising with clients, regulators, courts, and third-party service providers
- Maintaining accurate records and ensuring confidentiality of client information
- Providing general administrative and secretarial support to attorneys and legal teams

Qualifications & Experience

The ideal candidate will possess:

- Minimum 3 years of legal secretarial experience within a law firm or professional services environment
- Strong knowledge of legal documentation and legal terminology
- Advanced proficiency in Microsoft Office applications
- Experience with document management systems and legal practice management software
- Excellent organizational skills and attention to detail
- Strong written and verbal communication skills
- Ability to manage multiple priorities in a fast-paced environment

This is an excellent opportunity for a motivated professional to join a respected organization and contribute across a broad range of operational, administrative, and business support functions.

To apply please send your résumé to bdajobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.