



Island Employment Partners Ltd.

Submit a detailed
resume or schedule
a confidential
meeting:

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Bermuda

E M P L O Y M E N T O P P O R T U N I T Y

IEP Ltd. is a specialist resource in providing a high level of recruitment and human resource services to Bermuda's business community. We are currently recruiting experienced Legal and Executive Support Professionals to join our team of Consultant's.

Legal Professionals Experienced in the following:

- Researching, drafting and editing complex legal documents, including from digital Dictaphone and from precedent documents
- Maintaining company minute books and various corporate and regulatory filings and documentation
- Complex diary/ meeting/ case management
- Time billing and invoice management
- A completed, or working towards completing a Paralegal, Corporate Administration or Legal Secretarial certification (ICSA, FCIS, or ILEX) is preferred along with
- Significant prior relevant experience within a legal firm environment specializing in any of the following areas: Corporate / Commercial / Litigation / Insolvency / Private Client and Trusts.

Executive Support Consultants Experienced in the following:

- Providing support to Executives at Senior Management and Board level in a corporate environment with an emphasis on research, organization and planning functions
- Managing financial spreadsheets, document / client management database systems with superior working knowledge of MS Office Suite
- Coordinating and attending company meetings and transcribing associated minutes
- Complex diary management, meeting arrangements and global travel arrangements
- Proven ability to work effectively with clients and personnel both locally and overseas

Applicants are invited to submit a detailed resume to Laura Jackson via email to: laura@iep.bm.

****If you are interested in learning more about our services or would like to submit a general application please visit our website: www.iep.bm**