



**BERMUDA
CORPORATE
LAW LTD.**
BARRISTERS & ATTORNEYS

Bermuda Corporate Law Ltd., a small legal practice focusing on corporate and commercial law, securities, financing, and investment funds is seeking a **Senior Paralegal and Executive Co-ordinator**.

Responsibilities will include, but not be limited to:

- Assisting attorneys with paralegal tasks, such as corporate searches, corporate administration, incorporating Bermuda companies, and filings for investment funds and other business entities; and
- Take a leading role in office management and administrative assistance, including office organization, bill collection, scheduling and filing

Working overtime and on weekends will be required from time to time.

The successful applicant must have:

- At least four years of experience in the corporate, securities, financing or investment fund departments of a law firm;
- Significant training and/or experience as a paralegal;
- Experience working independently with sophisticated international clients

Remuneration will be commensurate with experience.

Please send your CV by July 3rd, 2015, to Luciano Aicardi, Director, at laicardi@corporatelaw.bm or call (441) 295-2226. Bermudians and spouses of Bermudians are encouraged to apply.