



Island Employment Partners Ltd.

- Human Resources
- Secondments
- Recruitment
- Immigration
- Payroll
- Advisory

For more information,
or to confidentially apply,
please contact:

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Closing Date:
Wednesday, April 4th, 2018

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Project Consultants - Administrative Support

IEP Ltd. is a leading business partner providing a high level of recruitment, consulting/secondment services to Bermuda's business community.

We are currently seeking: **Project Consultants - Administrative Support** professionals to join our team for short and long term contract assignments arising within our Client base.

Successful candidates will have:

- Previous experience with tasks such as calendar management, coordination of meetings and travel, managing incoming and drafting outgoing correspondence and formatting documents.
- Ideally, three (3) years professional work experience and proven success in an executive or legal administrative support role.
- Flexibility to be available and to commit to project related assignments of varying length.
- Strong communication skills coupled with the ability to work efficiently within a contracting environment, and provide a professional level of support services to our Client's.
- A positive work ethic, proven ability to perform within a fast paced and time sensitive environment is essential.
- Excellent previous employer references.

**If you are already registered with IEP there is no need
to re-apply, we have your resume close by!**