



BARRISTERS
& ATTORNEYS

Requires

Paralegal

This is a highly responsible position within our Firm. The successful applicant must have, as a minimum, two (2) years' paralegal experience and a recognised paralegal qualification, must be capable of working well under pressure, and must be flexible and willing to work overtime on an as needed basis.

The successful candidate should have:

- a minimum of two years' post qualification experience working as a paralegal in a private practice in a corporate/finance legal environment – applicants with other suitable experience will also be considered;
- a sound educational background with a recognised paralegal qualification or law degree or equivalent;
- a working knowledge of Microsoft Office including Microsoft Windows, specifically Word, Excel and Outlook;
- a professional attitude and approach with strong organisational skills and the capability to produce quality work under pressure;
- self-confidence and the ability to deal effectively and without supervision with both local and international clients; and
- excellent communication skills, both verbal and written, and the ability to exercise discretion and confidentiality in all matters.

An attractive remuneration package is available. This is an excellent opportunity for a talented, hard-working individual who can demonstrate an ability to thrive in a dynamic and team-orientated environment, with general duties to include:

- conducting legal and factual information research, as directed;
- drafting legal memoranda for attorney review, drafting and reviewing contracts, including share and asset purchase agreements, shareholders' agreements and joint venture arrangements (under the supervision of senior attorneys) and conducting due diligence investigations;
- assisting with the incorporation of companies and formation of partnerships, the onboarding of clients and the satisfactory completion of compliance checks; and
- drafting board and shareholder resolutions and initial drafts of Bermuda legal opinions, and other legal documentation, as appropriate, at the specific direction of senior attorneys.

Interested applicants should apply by email together with Curriculum Vitae marked PRIVATE & CONFIDENTIAL to jobs@mjm.bm or to:

Human Resources
MJM Limited

P.O. Box HM 1564, Hamilton HM FX
Thistle House, 4 Burnaby Street, Hamilton HM 11
Tel. 441.292.1345

Closing Date: February 28, 2019