



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:
October 12th, 2020

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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 look forward to welcoming qualified professionals interested in joining our consulting team. This is an excellent opportunity to broaden your career scope throughout a range of industries and interested Candidates must be available to complete short and long term contract assignments.

We're seeking professionals who 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 with the ability to work efficiently within a contracting environment, and provide a professional level of support services to our Clients.
- A positive work ethic, proven ability to perform within a fast paced and time sensitive environment is essential.
- Excellent previous employer references.

If you have already registered with IEP there would be no need to re-apply as we have your resume within our database!