



## Island Employment Partners Ltd.

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

For more information, or  
to confidentially apply,  
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**Closing Date:**  
**November 17, 2021**

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[www.iep.bm](http://www.iep.bm)

## Legal & Corporate Consultant

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. Interested Candidates must be available to complete short- and long-term contract assignments.

### We are seeking professionals who have:

- A minimum of three years' experience providing high level support within a legal or corporate environment, preferably within global offshore firms, along with completion of a related Legal Secretarial Degree or Certification.
- Experience in researching, drafting, editing, and proofing complex legal documents, maintaining company minute books and various corporate filings and documentation, complex diary, meeting, and case management.
- 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.