



We are a pan-Caribbean law firm providing seamless advice as to the local law of multiple territories in the region. An opportunity exists in our Barbados office for the following role.

Administrative Assistant

The Disputes Resolution/Litigation Business Unit of our law firm is seeking an Administrative Assistant to support the provision of legal services across the Caribbean to domestic, regional and international clients, including multinational corporations and financial institutions.

The ideal candidate will:

- Possess an Administrative Professional Secretarial Certificate.
- Possess a minimum of 3 years experience in a legal secretarial/PA Capacity.
- Possess the ability to multitask and work quickly under pressure.
- Function co-operatively and efficiently in a team-based, fast-paced and dynamic environment, working directly at times with multiple lawyers in the team.
- Be technologically savvy and proficient in the use of Microsoft Office.
- Be detail and deadline oriented.
- Possess a strong work ethic, be professional, courteous and accountable.

Specific Responsibilities

The duties of Administrative Assistant include but are not limited to the following:

- The provision of general secretarial/administrative assistance as required by Attorneys and Senior Staff Members.
- Scheduling and arranging of appointments as necessary.
- Establishing and maintaining the filing systems.
- Responsibility for accurate and timely billings and following up on receivables for the department.

Entering, updating and retrieving information utilizing automated systems.
Preparing and formatting legal and/or management reports.
Maintaining and updating court and events calendars and databases.
Assisting in preparing records for storage and/or archiving as needed.
Assisting with the firm's publications and corporate social responsibility initiatives as requested.
Performing other related work as assigned.

A competitive remuneration and benefits package is being offered based on the competence and experience of the selected candidate.

All suitably qualified persons should e-mail their detailed Curriculum Vitae with a cover letter to human.resources@bb.lexcaribbean.com no later than Friday October 2nd, 2020. Only suitable applications will be acknowledged.