



We are the only pan-Caribbean law firm providing seamless advice as to the local law of multiple territories in the region. Our Barbados office needs to fill the vacant position of:

Senior Legal Secretary

A vacancy exists in the Disputes Resolution/Litigation Business Unit within the Corporate Department of our law firm which provides legal services across the Caribbean to regional and extra regional multinational corporations and financial institutions, for a Senior Legal Secretary.

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 proficient in the use of Microsoft Office applications
- Be detail and deadline oriented
- Possess a strong work ethic

Specific Responsibilities

- The role of the successful candidate will include:
 - Assistance with the management of commercial legal transactions
 - Preparation of legal documentation
 - Preparation of a variety of correspondence and documents, including resolutions, amendments of articles, and documents for various corporate and governmental agencies.
 - Maintenance of legal, corporate administrative and general administrative files

- Preparation of closing binders
- Preparation of monthly billings and involvement in receivables follow up.
- Dealing with the firm's clients in a professional manner

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 February 28th 2020. Only suitable applications will be acknowledged.