

Position

Lex Caribbean Attorneys-At-Law is seeking a motivated and energetic, Senior Legal Assistant to work on litigation matters.

Overview of the Position

Provides a full range of standard and advanced legal support for senior and junior lawyers in the Litigation Department.

Overview of Responsibilities and Technical Requirements

- Maintains close, highly responsive involvement with the day-to-day activities of the lawyers.
- Uses Outlook to send; monitor and juggle calendar appointments.
- Prepares agreements, affidavits, legal briefs and their respective forms.
- Handles communication with litigants, witnesses, the various courts etc.
- Maintains both electronic and physical files and manages documentation flow.
- Prepares and collates bulk documentation.
- Use of electronic portals e.g. iManage, Sharepoint.
- Oversees “Know Your Client” information for AML purposes.
- Assists with monthly billing process, including the preparation of work-in-progress reports and statement of fees and expenses.

Must have hands on experience with the litigation process; the attending documentation; and the formatting styles and best practices used in legal documents. A minimum of three years of experience required.

Other Required Skills

- Highly organized, responsive and proactive.
- Ability to work on urgent matters and to prioritize effectively.
- Strong written and verbal communication skills.
- Proficient with Microsoft Office 365 including Teams and Excel.
 - Superior formatting skills in Microsoft Word

All suitably qualified persons should e-mail their detailed Curriculum Vitae, including references, with a cover letter to human.resources@bb.lexcaribbean.com no later than March 17, 2023. Only suitable applications will be acknowledged.