LEX
CARIBBEAN
ATTORNEYS-AT-LAW

ASSISTANT OFFICE MANAGER

LEX CARIBBEAN ATTORNEYS-AT-LAW

Career Opportunity

Lex Caribbean is seeking an experienced and detail-oriented Assistant Office Manager to support the smooth day-to-day operations of our firm. This is an excellent opportunity for a proactive professional with strong organizational skills to join a dynamic law firm in Barbados.

Key Responsibilities

- Support the COO in overseeing daily administrative and operational functions
- Plan and coordinate firm-wide events and functions
- Oversee procurement of office supplies, equipment, and services
- Maintain and coordinate servicing of office equipment
- Work closely with the receptionist to ensure smooth front-office operations and coverage
- Assist with HR administration, including onboarding, records maintenance, and leave tracking
- Manage scheduling, meeting logistics, and correspondence for senior staff
- Liaise with building/maintenance contractors on facilities matters
- Assist with compliance-related administrative tasks (e.g., filing, record-keeping for regulatory requirements)

Requirements

- Diploma or degree in Business Administration, Management, or related field
- 2–4 years' experience in an office management or administrative support role, preferably in a professional services or legal environment
- Excellent organizational and multitasking abilities, with strong written and verbal communication skills
- Proficiency in Microsoft Office (Word, Excel, Outlook)
- High level of discretion and professionalism, to maintain confidentiality of sensitive firm and client information
- Ability to work independently and take initiative

What We Offer

- Competitive compensation package
- Professional development opportunities

To Apply

Please submit a cover letter and CV to human.resources@bb.lexcaribbean.com by **18 October 2026**. Only shortlisted candidates will be contacted.

Lex Caribbean Attorneys-at-Law is an equal opportunity employer.