LEX
CARIBBEAN
ATTORNEYS-AT-LAW

CORPORATE SERVICES LEGAL ASSISTANT

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Career Opportunity

Lex Caribbean, a leading regional law firm with offices across the Caribbean, is seeking an Corporate Services Legal Assistant to join our team in Barbados.

About the Role

The successful candidate will provide dedicated secretarial and administrative support for the Firm's Corporate Services practice, ensuring the accurate and timely upkeep of client companies' statutory and regulatory obligations.

Key Responsibilities

- Prepare and file annual returns, notices of change, UBO declarations and filings, Foreign Currency Permits (FCPs) and other statutory documents
- Maintain corporate registers, minute books, and statutory records for a portfolio of client companies
- Liaise with Business Barbados and other regulatory bodies
- Draft standard corporate secretarial documents (director/officer changes, share transfers, registered office changes, etc.)
- Track filing deadlines and statutory compliance dates for assigned client files
- Support attorneys with due diligence and corporate housekeeping exercises
- Manage correspondence, document assembly, and client file organisation
- Assist with billing and time entry

Requirements

- Minimum 3 years' experience as a legal secretary, paralegal, or corporate administrator, ideally within a law firm or corporate services provider
- Working knowledge of the Barbados Companies Act, SRL Act and corporate filing requirements
- Excellent organisational skills and close attention to detail
- Strong written and verbal communication skills
- Proficiency in Microsoft Office; familiarity with corporate registry software an asset
- Ability to manage multiple deadlines across a large client portfolio

What We Offer

- Competitive salary commensurate with experience
- Opportunities for professional development

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.