LEX
CARIBBEAN
ATTORNEYS-AT-LAW

# LITIGATION LEGAL ASSISTANT

**LEX CARIBBEAN ATTORNEYS-AT-LAW**

*Career Opportunity*

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Lex Caribbean Attorneys-at-Law is seeking a Litigation Legal Assistant to join our team in Barbados.

## About the Role

The successful candidate will provide high-level secretarial and administrative support to our litigation department, working closely with attorneys on active matters before the Barbados courts.

## Key Responsibilities

- Prepare, format, and file pleadings, motions, briefs, and other court documents in accordance with the Supreme Court of Barbados (Civil Procedure) Rules and the Eastern Caribbean Supreme Court
- Manage attorneys' diaries, court dates, filing deadlines, and limitation periods
- Liaise with the Registry, opposing counsel, and clients on scheduling and document exchange
- Organize and maintain litigation files, including trial bundles and discovery materials
- Transcribe dictation and draft correspondence
- Conduct docket tracking and monitor case status
- Assist with billing and time entry

## Requirements

- Minimum 3 years' experience as a legal secretary, with litigation experience essential
- Working knowledge of Barbados court procedures, the CPR, and filing requirements at the Supreme Court Registry and the Eastern Caribbean Supreme Court
- Excellent typing speed and accuracy; proficiency in Microsoft Office and legal case management software
- Strong organizational skills and ability to manage multiple deadlines under pressure
- Discretion in handling confidential and sensitive information
- Excellent written and verbal communication skills

## Qualifications

- Paralegal Certificate a plus
- Prior experience in a Barbados law firm environment preferred

## 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.*