LEX
CARIBBEAN
ATTORNEYS-AT-LAW

PROPERTY LEGAL ASSISTANT

LEX CARIBBEAN ATTORNEYS-AT-LAW

Career Opportunity

We are seeking an experienced Property Legal Assistant to join our Real Estate & Property Development team, supporting attorneys with a busy caseload of high value residential and commercial property transactions across Barbados.

Key Responsibilities

- Prepare, format, and manage documentation for conveyances, including agreements for sale, transfers, and deeds of conveyance
- Draft and process mortgage documentation, discharges, and related bank correspondence
- Liaise with the Land Registry, banks, and other financial institutions on title and mortgage matters
- Conduct and track title searches and land registry filings
- Manage attorney diaries, client files, and completion timelines for property closings
- Handle correspondence with clients, real estate agents, and opposing attorneys
- Maintain accurate records for stamp duty, land tax, and registration requirements
- Assist with billing and time entry

Requirements

- Minimum 3 years' experience as a legal secretary, with direct experience in conveyancing and mortgage transactions
- Strong working knowledge of Barbados property law procedures, Corporate and Land Registry processes
- Excellent typing, drafting, and proofreading skills
- Proficiency in Microsoft Word and legal document management systems
- High attention to detail and ability to manage multiple files under deadline pressure
- Discretion in handling confidential client and financial information

What We Offer

- Competitive salary commensurate with experience
- A collaborative, professional environment within a regional Caribbean law firm

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.