LEX
CARIBBEAN
ATTORNEYS-AT-LAW

Transaction Legal Assistant

LEX CARIBBEAN ATTORNEYS-AT-LAW

Career Opportunity

Lex Caribbean is seeking a Transaction Legal Assistant. This is an excellent opportunity for a detail-oriented legal professional to join a team in Barbados that works on complex local and international deals.

Key Responsibilities

- Provide dedicated secretarial and administrative support to attorneys on corporate, commercial, and financing transactions
- Prepare, format, and proofread transaction documents, e.g. security documents and authorizing resolutions, closing checklists, and correspondence
- Coordinate document execution, notarization, and delivery across multiple jurisdictions
- Maintain deal checklists, closing binders, and transaction files (physical and electronic)
- Liaise with clients, counsel, and counterparties on scheduling and document logistics
- Manage attorney diaries, billing entries, and time recording related to transaction matters
- Ensure compliance with the Firm's document management and confidentiality protocols
- Prepare, collate, facilitate filings to be handled by the Firm's registry clerks at Business Barbados and the Land Registry,
- Assist with billing and time entry

Requirements

- Minimum 3 years' experience as a legal secretary, ideally in corporate/commercial transactions
- Excellent typing, drafting, and proofreading skills; high accuracy under pressure
- Excellent working knowledge of MS Office (Word, Outlook, Excel); document comparison and PDF tools
- Discretion in handling confidential and sensitive client information
- Strong organizational skills and ability to manage multiple transactions simultaneously

What We Offer

- Competitive salary commensurate with experience
- Exposure to regional and cross-border transactions

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.