

O'NEAL WEBSTER, a well established law firm in the British Virgin Islands, is recruiting for a senior **Legal Secretary** for its litigation department.

The successful candidate will be required to provide support to senior legal professionals with minimum supervision and will generally be responsible for:

- drafting correspondence and court documents
- preparing and filing court documents
- file management
- liaising with clients
- client billing
- attorney desk management

The ideal candidate will have:

- at least 5 years relevant experience in a law office
- a wide knowledge of professional office procedures and skills
- excellent written and oral communication skills
- a high level of competence with MS Word
- strong typing and organizational skills
- proficiency with the ECSC E-Litigation Portal is an asset but not a requirement

Qualified candidates may submit their résumés to recruit@onealwebster.com.

Deadline for submission of application is September 30, 2023.