

Position: Legal Secretary
Employer: O'Neal Webster
Location: Tortola
Contract Type: Full Time
Job Type: Non-Supervisory

JOB SUMMARY

O'NEAL WEBSTER, a well established law firm in the British Virgin Islands, is seeking a highly organised and detail-oriented **Legal Secretary** to join our **Property and Business Team**. The ideal candidate will provide support to senior legal professionals with minimum supervision and is required to have strong transactional experience, excellent organizational skills, and the ability to manage multiple deadlines in a fast-paced environment.

JOB DESCRIPTION

- Prepare, edit, and format real estate and commercial transaction documents, including agreements, contracts, leases, closing documents, and correspondence
- Assist with due diligence, including organising documents, reviewing title materials, and coordinating with outside parties
- Manage attorney calendars, schedule meetings, and track critical deadlines
- Communicate professionally with clients, lenders, brokers, and opposing counsel
- Maintain organized electronic and physical files
- Assist with billing, time entry, and document management
- Coordinate closings and prepare closing binders

JOB REQUIREMENTS

- At least 5 years relevant experience in a law office
- Wide knowledge of professional office procedures and skills
- Strong understanding of transactional document formatting and procedures
- Exceptional attention to detail and proofreading skills
- Proficiency in Microsoft Office
- Ability to multitask, prioritise, and meet deadlines
- Strong written and verbal communication skills

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

Deadline for submission of application is December 5, 2025.