

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 **Litigation Team**. The ideal candidate will provide support to senior legal professionals with minimum supervision and is required to have strong litigation support experience, excellent communication skills, and the ability to thrive in a fast-paced, deadline-driven environment.

JOB DESCRIPTION

- Prepare, revise, and format legal documents, and correspondence
- File documents with the courts (electronic and paper)
- Manage attorney calendars, schedules, deadlines, and court dates
- Organise and maintain case files, and assist with trial preparation
- Communicate professionally with clients, court staff, and opposing counsel
- Handle administrative tasks such as billing, time entry, and document management
- Receiving, relaying, screening and placing telephone calls
- Monitoring court lists and liaising with attorneys thereon
- Conducting company, high court and land registry searches
- Preparing search reports
- Relieving and performing duties of Receptionist

JOB REQUIREMENTS

- At least 5 years relevant experience in a law office
- Wide knowledge of professional office procedures and skills
- Strong knowledge of court rules and filing procedures
- Proficiency in Microsoft Office
- Exceptional attention to detail and organizational skills
- Ability to multitask and prioritise effectively
- Strong written and verbal communication 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 December 5, 2025.