

BARBADOS WATER AUTHORITY

VACANCY

LEGAL SECRETARY



The Barbados Water Authority (BWA) is seeking to fill the vacant position of **Legal Secretary**. The successful candidate will work under the supervision of the Principal Legal Counsel.

DUTIES AND RESPONSIBILITIES

- ❖ Review legal documents to ensure they are in the correct format and contain all necessary particulars and/or related documents;
- ❖ Assist with the preparation/drafting of legal documents and the filing of legal documents in Court of Appeal, High Court and Magistrates' Courts;
- ❖ Prepare and assemble materials, documents, and exhibits for meetings, court cases and hearings;
- ❖ Proofread documents for correct grammar, spelling, punctuation, format, syntax and content;
- ❖ Liaise with Registries, law libraries, government departments, attorneys, court clerks and other relevant agencies;
- ❖ Prepare letters, memoranda, reports, invoices, claims and other documents;
- ❖ Review hearing lists, Official Gazette and take necessary action;
- ❖ Manage office diary, schedule and arrange meetings, hearings and appointments;
- ❖ Transcribe audio files, take and prepare minutes of meetings;
- ❖ Organise and maintain the department's filing system;
- ❖ Manage correspondence; and
- ❖ Perform other secretarial duties.

QUALIFICATIONS AND EXPERIENCE

The minimum qualifications required:

- ❖ Private Secretary's Diploma/or other Administration certification;
- ❖ A Certificate in Paralegal Studies would be an asset;
- ❖ Knowledge of the Curia filing system and general court procedures;
- ❖ Proficient in the use of Microsoft Office Suite; and
- ❖ A minimum of three (3) years' experience in a similar role.

ATTRIBUTES, SKILLS AND EXPERIENCE

- Fast and accurate typing;
- Attention to detail;
- Good time management;
- Excellent verbal and written communication skills;
- Ability to prepare reports;
- Ability to work with minimal supervision; and
- Ability to multi-task and manage competing demands.

SALARY

The successful candidate will receive an attractive salary package.

Applications with full curriculum details should be emailed to **HR@bwa.gov.bb** or addressed to:

The Director of Human Resources Management and Development
Barbados Water Authority
Pine Commercial Estate
The Pine
St Michael

The closing date for receipt of applications is **January 13, 2025.**

Unsuitable applications will not be acknowledged; only shortlisted candidates will be contacted.