Legal Secretary | Cayman Islands

Join Our Talent Network for 2027 Opportunities

As we approach 2027, we anticipate growing demand from our Cayman Islands-based clients for experienced Legal Secretaries to provide comprehensive administrative and legal support across a variety of practice groups, including Corporate, Finance, Funds, and Litigation.

We are currently building our network of talented professionals for upcoming opportunities. If you have a background supporting lawyers and legal teams within a law firm environment and are interested in future Cayman Islands opportunities, we would be pleased to hear from you.

Key Responsibilities

- Drafting, formatting, proofreading, and amending legal correspondence and documentation
- Managing calendars, meetings, travel arrangements, and lawyer schedules
- Supporting client onboarding and matter-opening processes
- Organizing and maintaining electronic and physical filing systems
- Assisting with billing, invoicing, expense processing, and time recording
- Conducting company, court, and regulatory searches where required
- Preparing presentations, reports, and client-facing materials
- Liaising with clients, courts, regulators, and other professional contacts
- Supporting day-to-day legal and administrative operations

Qualifications & Experience

The ideal candidate will possess:

- Minimum 3 years of recent legal secretarial experience within a law firm
- Strong understanding of legal terminology and document preparation
- Advanced Microsoft Office skills
- Experience with platforms such as iManage, Intapp, Aderant, Interaction, or similar systems is considered an asset
- Excellent organizational and time-management skills
- Strong attention to detail and ability to work under pressure
- Professional approach with a commitment to confidentiality

To apply please send your résumé to caymanjobs@expertisegroup.com. All applications are handled in a confidential manner and in accordance with Expertise's Privacy Policy, available on our website.