

LEGAL SECRETARY

Job Advertisement

Reporting To: General Counsel		
Division: Legal		
Grade Level: 6.1		
Remuneration: \$47,142.00		
Special Requirements:		
Employment Type: <input checked="" type="checkbox"/> Continuous Employment <input type="checkbox"/> Fixed Term Contract <input type="checkbox"/> Independent Contractor <input type="checkbox"/> Consultant <input type="checkbox"/> Intern	Hours: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Part-Time Shift <input type="checkbox"/> Casual/Flexible	Location: <input type="checkbox"/> All Islands <input checked="" type="checkbox"/> Providenciales <input type="checkbox"/> Grand Turk <input type="checkbox"/> Salt Cay <input type="checkbox"/> North and Middle Caicos <input type="checkbox"/> South Caicos

About The Turks and Caicos Islands Airports Authority

The Turks and Caicos Islands Airports Authority ("TCIAA") (established under The Airports Authority Ordinance, Ord.11 of 2005) is responsible for constructing, controlling, and managing airports and providing and maintaining runways, taxiways, and terminals for the efficient operation of airports in the Turks and Caicos Islands. Its current portfolio consists of owning and operating six airports while providing air navigation services for the low-level airspace above the territory. Our mission is to provide world-class airport facilities and operations through high standards in safety, security, quality, efficiency, innovation, and customer service, recognizing their importance to the overall socio-economic development and strategic growth of the Turks and Caicos Islands.

About the role

This role is providing administrative and clerical support to the Legal Counsel and maintain the efficiency of all office procedures and case management in the Legal Department.

Responsibilities and Key Deliverables

- Draft, revise, and edit letters and other written documents;
- Arrange for the timely collection and delivery of documents;
- Read, research, review, verify, and route correspondence, reports, and other legal documents;
- Develop and maintain filing and retrieval systems, as well as a digital archive system;
- Accurately file, organize, scan, and copy legal and other documents in a timely manner;
- Monitor filing and digital systems to ensure sensitive information remains confidential;
- Maintain Legal Counsel's calendar by planning and scheduling meetings, conferences, teleconferences and hearings;

- Record and document meeting discussions and maintain transcripts and other meeting documents;
- Make travel arrangements for Legal Counsel;
- Record and monitor court appearance dates, pleadings, and filing requirements;
- Answer phone calls, take notes/messages, and redirect calls when appropriate;
- Facilitate the meeting of deadlines by keeping multiple agendas and providing timely reminders to Legal Counsel and relevant parties;
- Maintain office supplies by checking stocks, placing and expediting purchase orders;
- Assist and support Legal Counsel with such other work as may be needed from time to time.

Qualifications

- Associate degree in Legal Studies or related field
- 3+ years' experience as a paralegal or legal secretary

Core Competencies

- Familiarity with legal documents and terminology
- Ability to type quickly with high accuracy
- Proficiency with Microsoft Office programs
- Able to effectively prioritize and meet deadlines
- Able to work as a team with Legal Counsel and other colleagues
- Demonstrate a courteous and professional demeanor
- Superior written and oral communication skills
- Proficiency in English

Benefits

- Mandatory Participation in Private Medical Insurance (with Life Policy included)
- Optional Participation in Employee Savings Programme
- TCIG Public Sector Employee Pension Scheme
- Training and Certification Opportunities as determined and/or required and/or appropriate by the CEO.

The Turks and Caicos Islands Airports Authority (TCIAA) is committed to diversity, equity, inclusion, and accessibility in the workplace. Diversity is ingrained in who we are and how we do business. Therefore, we welcome applicants regardless of ethnicity, gender, ability/disability, religion, and sexuality.

Interested individuals must submit:

- **Cover letter**
- **Resume**
- **2 Job References testifying to character and competency for the role,**
- **Police record**
- **Proof of status**

No later than July 29th 2025 to:

Human Resources Manager
 Turks and Caicos Islands Airports Authority
 Providenciales International Airport
 Telephone# 649-941-8692, Fax# 9415996. Email: hrrecruitment@tciairports.tc

Turks and Caicos Islanders Only Need to Apply