

Legal Secretary Singapore

Job Description



Who We Are



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family and business.

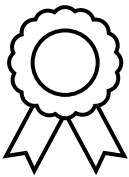
Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Legal Secretary

Roles and Responsibilities

- Digital dictation.
- Receiving and directing telephone calls in accordance with the firm's policy.
- Diary management, arranging and preparing documentation for meetings.
- Inbox management including preparation of draft responses for review.
- Organising client & internal meetings and lunches.
- Organising client functions, including assisting with invitations and set up.
- Other support services which may include making travel and hotel arrangements, taking minutes of meetings, initiating and replying to correspondence on routine matters, regular archiving and photocopying.
- Setting up and maintaining records and filing in accordance with the firm's policy and quality standards.
- Word processing/typing, editing and collating correspondence and other documents, including from digital dictation – minimum of 60 wpm required.
- Updating and maintaining client information on Interaction.
- Receiving and sorting incoming mail where required.
- Preparation of slides on PowerPoint.
- Preparation of Briefing Notes.
- Working as part of a team to ensure that effective secretarial cover is maintained, to include covering secretarial absences within the office.
- Proof reading.
- Billing assistance.
- Point of contact for third parties.

- Assist the fee earners with their CDD tasks by liaising with clients and obtaining the correct documentation from them in line with the firm's compliance policies.
- Ensuring that compliance matters are progressed in a timely manner by liaising with the compliance team in the London office.

Person Specification

- At least 4 years' experience as a Secretary within the Legal sector. Preference for experience supporting Arbitration Lawyers.
- Fluent in English, with Mandarin language skills.
- Computer literate.

Competencies

- Highly motivated individual who will be able to deal effectively with conflicting and urgent requirements.
- Strong commitment to providing clients with a high-quality service.
- Good communication skills.
- Pro-active team player.
- Ability to multi-task and prioritise in a busy schedule.
- High degree of accuracy/attention to detail.

Contact

If you have any queries, please contact

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