

Office Assistant, Hong Kong

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.



Responsible people make a responsible business

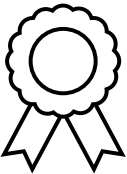
We know what it comes down to - how responsibly we conduct our business is a direct reflection of how responsible we are as people. In other words, only responsible people can run a business responsibly. We recognise that our long-term success as a responsible business depends on the health and resilience 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.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



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

Office Assistant

The Role

The General Office Assistant will report directly to the Office Manager and work closely with the Legal Secretaries. The role will primarily provide support to the Facilities Team and the wider office.

Key Tasks and Responsibilities (this is a broad but not exhaustive list)

General:

- By-hand outdoor delivery and collection of documents and other items as required
- Handle bank-in cheques, payments and related duties
- Monitor and maintain office supplies
- Assist with firm's events such as setting up of meeting rooms
- Scanning, copying and filing documents
- Co-ordinating the general maintenance of office equipment
- Filing documents at courts (we will provide on the job training)
- Serving documents as required (we will provide on the job training)
- Undertake additional tasks assigned by the supervisor as needed

Person Specification:

- Willing to do, can do attitude
- Proactive, eager to learn

Essential requirements

- Basic knowledge and skills on Outlook
- Good learning and can-do attitude, attention to detail, team player, ability to multi-task and meet deadlines
- Excellent command of written and spoken English, Cantonese and Mandarin

Desired

- International law firm experience

Contact

If you have any queries, please contact

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