

LEGAL SECRETARY JOB DESCRIPTION

Office: Singapore
Department: Administration

HOGAN LOVELLS IN SINGAPORE

Hogan Lovells is a global legal practice that helps corporations, financial institutions, and governmental entities across the spectrum of their critical business and legal issues globally and locally. We have over 2,500 lawyers operating out of more than 45 offices in Africa, Asia, Australia, Europe, Latin America, the Middle East and the United States. Our practice breadth, geographical reach and industry knowledge provide us with insights into the issues that affect our clients deeply and enable us to provide high quality business-oriented legal advice to assist them in achieving their commercial goals.

Established in 1998, our Singapore office is the gateway for our firm's activities in South and South East Asian countries. Our joint law venture with well-known Singapore law firm, Lee & Lee, also enables us to provide a one-stop shop international and Singapore legal services on a wide range of matters across major practice streams.

JOB DESCRIPTION

Reporting to the Office Manager, the Legal Secretary will provide support to lawyers in our Singapore office undertaking tasks including but not limited to:

- Formatting of legal documents
- Time entry
- Preparation of invoices and expense reimbursements
- Initiating conflicts checks and new business intake processes
- Arranging meetings and conference calls
- Maintaining the contact database for lawyers
- Maintaining physical and electronic filing systems
- Assisting with the preparation of presentation materials
- Preparing Excel spreadsheets
- Coordinating with office administration staff for delivery and other relevant arrangements
- Providing assistance in internal and external events
- Screening incoming calls
- Archiving inactive files
- Providing coverage when other secretaries are on vacation or in need
- Other duties as assigned

CANDIDATE DESCRIPTION

We are looking for a Legal Secretary with

- A minimum of 5 years' experience in a similar role, preferably in an international law firm environment.
- Excellent personal communication skills and strong organizational abilities.
- High attention to detail, including exceptional proofreading skills.
- Ability to perform under pressure, independently and as part of a wider business services team.
- Consistent positive attitude with a "can do" mentality.
- Proven discretion and trust in dealing with confidential and sensitive information.
- Advanced PC skills, including Microsoft Word, PowerPoint and Excel, and ability to learn new IT skills such as InterAction and other database systems.

APPLICATION

All applications and enquiries should be directed to Kay Lee, Human Resources Manager at kay.lee@hoganlovells.com

REMARKS

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined.

Hogan Lovells is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information or protected veteran status, or other factors protected by law.