



Job Description

Job title: Secretary

Department: Dispute Resolution

Jurisdiction: Hong Kong

Purpose of the role

This role is to provide comprehensive and confidential administration support to the Hong Kong office.

Key Responsibilities

- Answer incoming telephone calls, taking and relaying accurate messages where necessary. Where appropriate, arrange and set up conference and outgoing calls
- Supporting the fee earners and wider teams with scanning, photocopying and binding tasks
- Supporting the fee earners and wider teams with hand delivering of urgent documents when required
- Undertake audio and copy typing of correspondence, emails, internal memoranda, format documents in house style and maintain precedent documents, produced in line with the firm's policies
- Ensure active files are kept up to date (including filing of emails and correspondence) and closing matters when concluded
- Assist with preparation of invoices and follow up of payments with clients by implementing early intervention process and updating the internal accounting database (Elite)
- Organise in-house and external meetings
- Organise travel and business development events
- Take ownership of allocated administrative tasks
- Support other team members in busier periods
- Maintain professional contacts on in house system (Interaction) including entry of marketing activity
- Actively participate in team meetings, social events and such other duties as the firm may reasonably require from time to time
- Maintain online filing system, ensuring that filing is carried out on a regular basis
- Undertake photocopying, scanning and manage Microsoft Outlook application

Competencies

- Administrative work experience within a legal or professional services environment is essential
- Accurate typing skills with attention to detail - audio and copy
- Proficient in Word/Outlook and a working knowledge of Excel
- Good organisational skills with an ability to efficiently and effectively manage own time and prioritise workload
- Pro-active, positive attitude with a strong desire to learn and develop within a forward thinking leading law firm

Contact

To apply for this role please send your CV to recruitment@ogier.com

Regulatory information can be found at ogier.com