

Job description

Job title Secretary	Department Corporate
Reporting to Corporate partners and associates	Location Hong Kong

About the firm



170+
Partners



1000+
People
worldwide



10
Offices

Stephenson Harwood is a law firm (headquarters in London) where our people are committed to achieving the goals of our clients - listed and private companies, institutions and individuals. Our diverse mix of expertise and culture results in a combination of deep local insight and the capability to provide a seamless international service.

Our experience encompasses corporate, commercial litigation and arbitration, employment and pensions, finance, marine and international trade and real estate.

We assemble teams of bright thinkers to match our clients' needs and give the right advice from the right person at the right time. Dedicating the highest calibre of legal talent to overcome the most complex issues, we deliver pragmatic, expert advice that is set squarely in the real world.

Stephenson Harwood is fully committed to ensuring that all employees are treated fairly and with dignity and respect and has built a culture that values meritocracy, openness, fairness and transparency. The firm values individuality and recognises the benefits of having a diverse workforce.

Our values



Individuality

We encourage creativity and develop talent.



Commitment

To be the best and deliver the highest standard.



Teamwork

We work together to build close, long-term relationships



Straight talking

We say what we mean and do what we say.

These values express the personality of our firm. They are the behaviours we encourage in our people and the standards which inform our decisions and actions.

Our vision to 2021

To be a successful, independent firm, where talented people work together in an entrepreneurial environment, building long term client relationships.

This vision is about who we want to be. It is as much about our values as about our character – the attributes we want to see from all of our people. It also reflects the importance of remaining independent - a clear sign that we are confident in our own future.

Team structure

The Hong Kong Corporate team comprises 4 partners, 23 associates, 1 professional support lawyer, 4 paralegals and 9 secretaries.

Responsibilities

- provide full spectrum of secretarial support to the Corporate Team but not limited to admin support, business trip planning, meeting arrangement, reports & presentation preparation, confidential documents maintenance and handling;
- Liaise with internal departments and external parties for client events;
- Perform other ad-hoc duties as assigned.

Attributes / skills required

- Minimum 2 years' secretarial/administrative support experience;
- Able to handle multiple tasks simultaneously under tight deadline;
- High integrity in maintaining strict confidentiality when dealing with sensitive information an matter;
- Experience in business development would be a definite advantage;
- Proficiency in MS Office application: Word, Excel, PowerPoint and English & Chinese word-processing;
- Fluency in both written and spoken English, Chinese and Mandarin.

This job description is indicative only and does not represent an exhaustive list of responsibilities. The firm reserves the right to alter or change the responsibilities at any time, in line with the firm's strategy and business needs.