
LAWYER SUPPORT

THE OPPORTUNITY

We currently have an exciting opportunity for a Lawyer Support (non-client facing) to join our Business Services team.

QUALIFICATIONS, SKILLS AND EXPERIENCES

- Qualified lawyer who uses her/his expertise to support lawyers in knowledge management and learning.
- Candidate ideally has a minimum of five years lawyering experience.
- Strong English language skills (fluent written and spoken).
- A willingness to support all practice areas including areas outside of job holder's immediate area of expertise.
- Good working knowledge of computer systems including Microsoft PowerPoint, Outlook, Word and Excel.

HOW TO APPLY

If you have what it takes to be part of us, please send your comprehensive CV in English with the email subject of: Lawyer Support - <<Your Name>> to: recruitment@hbtlaw.com

ROLES & RESPONSIBILITIES

- To support fee earners in precedence management in relation to internal know-how.
- To support in training (including Continuous Professional Development) and work with business development for client-facing though leadership event.
- Rather than act as a specialist this non-client facing role will work alongside, procure and manage the relevant information from the firm's specialists in multiple areas.

KEY RESPONSIBILITIES

- Manage & update precedence database, provide as needed information to fee earners also shape and develop the role in accordance with the needs of the business in relation to precedence.
- Monitoring major developments of law and practice in Indonesia; monitoring regulatory developments and market forces, seminars and e-mail briefings.
- Work with Library team to provide dissemination of current legal and market practice information to fee earner, update job holder's knowledge in regulation update.
- Providing full administrative support to the training (including pro bono training), including scheduling courses and producing course materials; liaising with HR to keep attendee lists up to date; liaising with members of the administration team in relation to room bookings and other logistical tasks; sending out and collecting pre-work, if any; room set-up; producing and managing

attendance lists and feedback forms for each course; inviting attendees; and managing waiting lists.

- Provide input to partner and learning team for development initiative and to be a subject matter advisor on relevant Continuous Professional Development issues.
- Assisting with ad hoc know-how, practice management and other projects as needed by business.

GROUP / TEAM

Business Services

ROLE TYPE

Business Services / non-client facing

EMPLOYMENT TYPE

Permanent

WORKING PATTERN

Full Time

DIVERSITY & INCLUSION

We aim to have a diverse, innovative culture where high performance, client focus and highly engaged people are our differentiator and where we celebrate the uniqueness of our people. Our firm is made up of people with a range of experience and backgrounds. We strive to ensure that our inclusive environment means our people feel valued and able to perform at their best by being their authentic selves at work. We know that our future success not only depends on being innovative and progressive in the changing legal market but, most importantly, on our people feeling engaged.

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