
BUSINESS DEVELOPMENT ASSISTANT

THE OPPORTUNITY

We currently have an exciting opportunity for a talented Business Development Assistant to join our Business Services team.

ROLE & RESPONSIBILITIES

Bids & Proposals:

- Assisting in the production of presentations and proposals
- Collecting and compiling up-to-date experience statements and lawyer CVs
- Coordination and collation of content for directory submissions
- Compiling, monitoring and reporting on bids and opportunities, follow-up action and results

Marketing & Communications:

- Co-ordinating production, distribution and publication of e-Bulletins
- Arranging submissions to external publishers
- Uploading new content to website and keeping existing content up-to-date
- Maintaining portrait photo library
- Assisting in producing law firm directory and award submissions
- Setting up interviews for directories, providing briefings to all parties
- Internal filing and reporting of PR coverage

Events & Contact Management:

- Responsible for co-ordination of BD events
- Liaising with conference providers
- Assisting with the co-ordination of travel
- Administration of industry and other association memberships
- Management of third party suppliers of corporate hospitality services
- Maintaining up-to-date calendar of client-facing events

Administration:

- Working with others to maintain database and mailing lists
- Providing administrative support including for meetings and diary management
- Undertaking basic research tasks in coordination with library researchers
- Working with BD colleagues to provide content for regional and global information requests

SKILLS, EXPERIENCE AND QUALIFICATIONS

- A minimum of 2 years of administrative experience, preferably in a Business Development or Marketing Communication role. We will consider individuals with less experience if they demonstrate the competencies detailed in the roles & responsibilities.
- Advanced MS Office skills in Word, PowerPoint and Excel
- Excellent administrative and project co-ordination skills
- Experience in composing own correspondence, internal and external documents, and working with large schedules and documents, in both English and Indonesian
- Exposure to marketing within a corporate or professional services environment is desirable

HOW TO APPLY

If you have what it takes, please send your full CV in English with the email subject line: **BD Assistant - <<Your Name>>** to: recruitment@hbtlaw.com

GROUP / TEAM

Business Services / Business Development

ROLE TYPE

Business Services

EMPLOYMENT TYPE

Contract

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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