
SECRETARY INTERNSHIP

THE OPPORTUNITY

We have an internship opportunity for college/university student majoring in Secretarial/Business Administration who are at her penultimate year and available to perform a minimum of 4 work day/week internship.

HOW TO APPLY

If you have what it takes, please send an email stating your internship period and your full CV in English with the email subject line: **Secretary Internship - <<Your Name>>** to: recruitment@hbtlaw.com

GROUP / TEAM

Business Services / Legal Secretary and Human Resources

ROLE TYPE

Business Services

EMPLOYMENT TYPE

Contract

WORKING PATTERN

Full Time or a minimum of 4 days/week

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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