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# SECRETARY

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## THE OPPORTUNITY

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

## PRIMARY OBJECTIVES

To provide secretarial and administrative support at a consistent and high standard to all fee-earners and Business Services leaders to meet client requirements and deadlines, to deliver an exceptional client experience.

## SKILLS, EXPERIENCE AND QUALIFICATIONS

- Candidate must possess at least Diploma in Secretarial or equivalent.
- Strong English verbal and written communication skills.
- Proficient in Word, Excel, Access, Power Point.
- Excellent competency in handling general secretarial duties, such as composes and types routine correspondence, prepares presentation, charts and graphs, filling and setting meeting/travel arrangements.
- In a very good health, honest, disciplined, well-organized, detailed oriented, diligent, independent, highly self-motivated person.
- Has strong initiative and team work, able to perform multi-tasking skills and maintain confidentiality.

## 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: Secretary - <<Your Name>> to: [recruitment@hbtlaw.com](mailto:recruitment@hbtlaw.com)

## GROUP / TEAM

Business Services / Legal Secretary

## 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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