
INTERN - BUSINESS DEVELOPMENT (BD)

Our Firm:

Hiswara Bunjamin & Tandjung is a leading Indonesian commercial law firm. We provide high quality, innovative Indonesian legal services, based on informed and commercially relevant local knowledge.

Our partners are experienced Indonesian lawyers with many years' experience advising clients across all major industry sectors. Our client base includes some of the largest multinational corporations and financial institutions. Over many years, we have advised these clients on some of Indonesia's most ground-breaking transactions and projects, as well as in relation to complex disputes, investigations and regulatory matters.

Through our longstanding association with leading global law firm Herbert Smith Freehills we offer clients an unrivalled combination of first-class local knowledge and the highest international standards in client care and sector expertise – a combination which has helped many major global companies navigate the legal, regulatory and business challenges of working in Indonesia. Our Jakarta office includes long-term international counsel seconded from Herbert Smith Freehills, while Herbert Smith Freehills' Singapore office includes recognised Indonesia specialists.

<https://www.hbtlaw.com/>

The opportunity:

The Business Development team is looking for an Intern to support our regional team in Indonesia and across Southeast Asia.

To be successful in this role, you will be/have:

1. Ability to work in a multicultural environment where English is the primary language

2. Excellent written and verbal communication skills
3. Intermediate/advanced skills in Microsoft Office suite (Outlook, PowerPoint, Word, Excel)
4. Good attention to detail.
5. Organisational and time management skills, ability to prioritise workload and work under pressure to meet deadlines.

Key Responsibilities:

1. Produce accurate in-house documents including proposals and credentials in approved Powerpoint and Word formats, in coordination with lawyer teams.
2. Work with our business services team to keep our client contact database and mailing lists up-to-date.
3. Ensure lawyer CVs are kept up-to-date, liaising with their secretaries
4. Compile and update credentials for CVs and fee proposals
5. Manage filing of fee proposals and updating our bid tracker
6. Compile and format content for directory and award submissions
7. Conduct online research on law firms, prospective and key clients, conferences and other events
8. Provide general administrative support to the BD team in Jakarta, including scheduling and taking notes on internal calls and meetings, recording and circulating actions required,

HOW TO APPLY

Please send your full CV in English with the email subject: BD Internship – Your Name to: recruitment@hbtlaw.com

WHY JOIN US

A PLACE TO MAKE A DIFFERENCE

By joining Hiswara Bunjamin & Tandjung you will become an integral part of one of Indonesia's leading legal practices, with broad exposure to high quality international legal work, working alongside the global network of our associated firm Herbert Smith Freehills.

Our lawyers serve many of the world's most ambitious organisations to understand and thrive in Indonesia. Our clients trust us with their most important transactions, disputes and projects.

You will play a vital role in supporting our lawyers to deliver the service to clients.