

BUSINESS DEVELOPMENT ASSISTANT JOB DESCRIPTION

Office: Singapore
Department: Business Development

HOGAN LOVELLS IN SINGAPORE

Hogan Lovells is a global legal practice that helps corporations, financial institutions, and governmental entities across the spectrum of their critical business and legal issues globally and locally. We have over 2,500 lawyers operating out of more than 45 offices in Africa, Asia, Australia, Europe, Latin America, the Middle East and the United States. Our practice breadth, geographical reach and industry knowledge provide us with insights into the issues that affect our clients deeply and enable us to provide high quality business-oriented legal advice to assist them in achieving their commercial goals.

Established in 1998, our Singapore office is the gateway for our firm's activities in South and South East Asian countries. Our joint law venture with well-known Singapore law firm, Lee & Lee, also enables us to provide a one-stop shop international and Singapore legal services on a wide range of matters across major practice streams.

JOB DESCRIPTION

Reporting directly to the Business Development (BD) Manager, the BD Assistant will provide support to a range of practice groups in Singapore undertaking tasks including but not limited to:

- Event support – Working with the office BD manager coordinating a broad range of events including panel and speaking engagements, substantive seminars and conferences, social events and receptions.
- Collateral coordination – Assisting in updating and maintaining a full suite of marketing collateral, including office and practice profiles, lawyers' profiles, and PowerPoint presentations.
- Proposals – Assisting in the production of credentials statements, proposals and presentations.
- Directory submissions – Coordinating legal directory submissions, awards submissions and other surveys.
- Information maintenance – Ensuring that key information systems such as the credentials database, experience database, CV database are kept up-to-date.
- Website maintenance – Coordinating regular updates of web pages for Singapore office.
- Ad-hoc projects – Assisting with special projects as required including client, industry and market research.
- Administration – Supporting the BD manager with general administrative tasks.

CANDIDATE DESCRIPTION

We are looking for a Business Development Assistant with

- Bachelor's degree, preferably with an emphasis in business administration, marketing or law.
- A minimum of 2 years' experience in BD and marketing, preferably in a professional services environment.
- Excellent personal communication skills and strong organizational abilities.
- High attention to detail, including exceptional proofreading skills.
- Ability to perform under pressure, independently and as part of a wider regional team.
- Consistent positive attitude with a "can do" mentality.
- Proven discretion and trust in dealing with confidential and sensitive information.
- Advanced PC skills, including Microsoft Word, PowerPoint and Excel, and ability to learn new IT skills such as InterAction and other database systems.
- Spoken Mandarin and written Chinese would be a significant advantage.

APPLICATION

All applications and enquiries should be directed to Kay Lee, Human Resources Manager at kay.lee@hoganlovells.com

REMARKS

This job description sets forth the authorities and responsibilities of this position and may be changed from time to time as shall be determined.

Hogan Lovells is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information or protected veteran status, or other factors protected by law.