



POSITION DESCRIPTION

POSITION TITLE: Legal Assistant

LOCATION: MALAYSIA PHILIPPINES VIETNAM

ASW COMPANY OVERVIEW

AS White Global (ASW) is an Australian owned company with offices in Sydney, Vietnam, the Philippines, and Malaysia. We are specialists in unified offshore staffing solutions and have been working in Southeast Asia for the past decade. Our ASW employees are part of our very special ASW family and culture, but also integrate into our client's brand and team – effectively you get two work families!

Working in our local ASW company culture means you will develop strong friendships and great support networks. You will be part of a positive and engaged environment, participate in team and company events, and have access to global training and development opportunities. In addition, you will get exposure working with our international clients and build on your existing skill sets.

OVERVIEW

Our client, an Australia-based law firm that has provided expert legal advice and a full complement of support services across all major areas of legal practice for 40 years, is looking for a Legal Assistant to be a pioneer member of their Manila team!

As a Legal Assistant, your core function is completing legal administrative tasks as efficiently and accurately as possible with a positive disposition and eagerness to deliver quality work that can be confidently and consistently relied upon. This role reports to the lawyers in the Commercial Litigation and Business Law Team and the Senior Personal Assistant in this team.

KEY RESPONSIBILITIES

- General legal administrative tasks
- eFiling of emails, email management, email saving
- Extracting PDF documents.
- Preparing electronic briefs to Counsel using eBrief Ready/Adobe Pro.
- Making/adjusting calendar appointments using Outlook
- Arranging Zoom/Team meetings
- Typing dictation of correspondence and contracts using Phillips Speech Live Software
- Generating client bills with accurate and informative descriptions and values
- Completing contracts with accurate details of terms/parties involved.

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's degree in the legal field or relevant
- At least 3 years of experience as a legal assistant or similar capacity in either a Law firm or an accounting firm
- Outstanding communication skills both oral and written



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- Detail oriented and has excellent organizational skills
- Tech savvy – must be able to navigate communication tools and systems/software such as Adobe PDF and MS Office
- Strong interpersonal skills with the ability to resolve issues efficiently and effectively
- The ability to work autonomously, be self-driven and be highly motivated
- A great work ethic, combined with the ability to work under pressure and meet tight deadlines
- A natural problem-solver who has a forward-thinking mindset

ASW OFFERS

- We are experts in offshoring partnerships. This means that you will be a trusted member of the ASW family, and get access to our great benefits, plus you also get to work directly with one of clients.
- In our unique English-speaking environment, you can practice and enhance your English with peers and international client teams based in either Australia, UK, US or NZ.
- Get global access to Learning & Development programs.
- Great work-life balance.
- Competitive remuneration.
- Excellent medical benefits.
- Great Paid Leave entitlements.
- Company parties/events, future travel opportunities and other exciting activities.
- Ongoing career opportunities.