



THREE CROWNS LLP

ROLE PROFILE: ADMINISTRATIVE ASSISTANT

LOCATION: SINGAPORE

Three Crowns overview

Three Crowns was founded in 2014 by specialist international arbitration advocates in the belief that international disputes call for focused advice and advocacy. The firm engages primarily in complex, high-value disputes, and counts among its clients many industry leaders and sovereign states. The firm has grown significantly in each of its offices – London, Paris, Washington, DC, and Singapore – and now comprises over 100 people, including 15 partners.

The role

Reporting to the Office Manager, the Administrative Assistant will work as part of the wider support team in the Singapore office, providing administrative support to partners, associates, and the rest of the support team. The Administrative Assistant will have the attitude and flexibility to assist with supporting all aspects of the office's day-to-day running and operations.

Responsibilities will include but are not limited to:

- Overseeing meeting room bookings and ensuring appropriate room set-up and refreshments are in place, organising catering for working lunches whenever necessary, and clearing at the end of meetings.
- Greeting clients and external visitors when they arrive for meetings, following visitor sign-in procedures.
- Dealing with incoming deliveries, being a point of contact for the office's reception team in respect of incoming post and couriers, arranging distribution of post internally.
- Booking couriers and sending outgoing post.
- Answering incoming telephone calls, assisting where appropriate and/or taking messages.
- Organising video conferences (VC) using the firm's VC software, coordinating with external participants and the IT team where necessary.
- Providing administrative support to the Office Manager regarding the facilities management of the office.
- Ordering stationery and kitchen supplies and monitoring stock levels.
- Facilitating the shredding of confidential documents.



- Developing and maintaining good relationships with partners, associates, and all staff members.
- Assisting with office moving and office relocations.
- Opportunities to assist with various ad hoc projects from time-to-time (e.g., client events and staff social functions).
- This position may serve as a Personal Assistant (PA) for the associates to provide administrative and clerical support. Based on the associates' specific needs, this may include client work and other non-billable activities. PA duties will include but are not limited to:
 - typing correspondence, reports, and other documents;
 - proofreading and editing correspondence;
 - preparing hard-copy documents and bundles on request;
 - creating, organising and maintaining hard copy and electronic files (experience of using iManage preferred) and assisting with archiving of confidential legal files for off-site storage;
 - booking taxis;
 - assisting with time entry and expense claims; and
 - preparing client bills and process final invoices (working in conjunction with the firm's finance team).

Skills and knowledge

The Administrative Assistant will possess:

- Prior experience of working in an office environment.
- Ability to work independently without close supervision.
- Effective communication, both orally and in writing.
- The ability to work efficiently and, at times under pressure.
- Excellent organisational skills and attention to detail.
- Experience of prioritising workload in order to juggle conflicting demands and meet deadlines.
- Ability to monitor multiple processes and administrative tasks.
- Experience in calendar management, meeting planning and logistical arrangements.
- Proficiency with Microsoft Office programs.
- Excellent customer service to both internal and external clients.
- A positive attitude and effective collaboration, with flexibility to work overtime when necessary (normal office hours are 9:00am to 5:30pm).