



THREE CROWNS LLP

ROLE PROFILE: PERSONAL ASSISTANT

LOCATION: SINGAPORE

Three Crowns overview

Three Crowns LLP is a law firm that 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 125 people, including 15 partners. Across jurisdictions, it is regarded as a market leader.

The Personal Assistant works as part of the wider support team in the Singapore office, providing legal and administrative support to partners and other fee earners through all phases of arbitration in addition to non-billable work. The role holder will also have the attitude and flexibility to assist with supporting other aspects of the office's day-to-day running and operations.

The role

The Personal Assistant reports directly to the Office Manager. Responsibilities will include but are not limited to:

- Providing support to partners and other fee earners with the preparation of client work and other non-billable activities.
- Drafting grammatically correct correspondence (letters, memos, reports, emails, faxes etc. including from dictation and markups).
- Proofreading and editing correspondence to correct grammar, spelling and punctuation.
- Preparing hard-copy documents and bundles on request.
- Managing legal events, helping with the preparation of pitches and other marketing/business development materials.
- Creating, organising and maintaining hard copy and electronic files (experience of using iManage preferred) and assisting with archiving.
- Monitoring incoming emails and responding appropriately.
- Answering, screening, and making telephone calls in a professional manner. Taking accurate messages and relaying to the intended recipients. Monitoring incoming and outgoing post and packages.
- Helping to report and escalate IT problems to the firm's helpdesk and ensuring issues are followed up

THREE CROWNS



and resolved promptly.

- Assisting with reception duties as required. Meeting and greeting clients, and other visitors, in a professional manner.
- Helping with various ad hoc projects from time-to-time (e.g. client events and staff social functions).
- Scheduling and coordinating arrangements for client meetings and events (including booking conference rooms and setup).

Additional tasks include:

- Assisting with time entry and expense reconciliation and management.
- Managing calendars and make travel arrangements (including transportation and accommodation) along with preparing itineraries.
- Preparing client bills, budgets and process final invoices (working in conjunction with the firm's finance team).

Skills and knowledge

The Personal Assistant will possess:

- A minimum of four years' experience working in an equivalent PA role in a law firm environment.
- Experience gained working in an international law firm, particularly with exposure to arbitration/litigation teams, would be beneficial.
- Strong organization and time management skills.
- Excellent verbal and written communication skills.
- A service-focused attitude and be able to deliver first class support to partners and other fee earners, clients, and visitors.
- High levels of energy and drive and be able to work under minimal supervision when required and provide proactive support to partners and other fee earners.
- Professionalism and confidence in dealing with senior stakeholders including both partners and clients.
- Integrity and discretion when handling confidential information.
- Flexibility to support colleagues on other office related tasks when required.
- The ability to multitask, work to strict deadlines and prioritise competing priorities accordingly.
- Excellent attention to detail and able to produce work to the highest standard of accuracy.
- The aptitude to work both independently and collaborate as part of a team.
- Technical proficiency in the use of the firm's software programs (Microsoft365) and office equipment (such as printers, scanners, and photocopiers).

