**Business Development Assistant**

We are currently looking to recruit a Business Development Assistant to join us in Hong Kong office:-

The purpose of the role is to assist Hong Kong based Business Development Manager to drive the strategic business development plan, which has the aim to increase the number of profitable relationships across the firm and contribute to the implementation of brand building activities.

**Key duties and responsibilities**

**Bids and proposals**
Providing support to assist in compiling panel bids as well as capability statements for the Hong Kong office, as well as assisting other offices in Asia Pacific with bids from time to time. This includes but is not limited to:

- providing support to the Hong Kong based Business Development Manager and the Central Bids team in applying the firm’s bid management process and responding to bidding opportunities
- drafting and collating first draft bids for lawyers to develop
- drafting and collating client specific and general BD documents
- assisting in the printing and binding of bids
- assisting with updates to credentials and CVs database

**Client development**
In addition to bids, other client development work includes:

- keeping track of relevant contacts and ensuring data integrity in the firm’s CRM system remains high
- developing research tools to keep relationship lawyers informed of client developments/opportunities
- liaising with the wider business to coordinate efforts across offices/regions.

**Brand awareness**
This role will support the execution of brand awareness activities mainly in Hong Kong and elsewhere in the region from time to time. This includes but is not limited to:

- assessing and creating opportunities to raise the profile of the business in Hong Kong and region, ensuring the activities are aligned to the Asia Pacific BD strategic plan
- raising the profile of the Asia Pacific business internally
- assisting in collating information for directory entries
- maintaining office information on the firm’s website
- implementing events, sponsorships and thought leadership campaigns, ensuring the quality of these activities is high.

**Events**
Working to deliver successful Office/Sector/Practice Group events and campaigns through:

- managing the invitation process with the events team based in the UK
- handling all logistics at events and conferences including booking external venues if required
- working with external event organisers to ensure that the firm receives all benefits as per the contract for the event or sponsorship
- ensuring appropriate set up and take down for external events.

**General**
Contribute to the successful implementation of business development plans through:

- maintaining adequate stock of BD collateral and corporate merchandise for the office
- sourcing and updating content and liaising with the firm's website team to update Hong Kong related pages on the firm's website
- assisting with the collation of information for internal dissemination.

**What we are looking for?**

- 1 - 2 years relevant experience with services sectors is preferred. Fresh graduate with drive and relevant skills will also be considered.
- Experience in managing bids and providing advice on approach will be preferential
- Experience of undertaking a similar role in a partnership environment
- Excellent writing skills and attention to detail
- Strong document production skills (MS Word)
- Excellent project and time management skills – with ability to juggle competing priorities
- Native or near-native English, conversant in Cantonese preferred
- Experience with CRM tools preferred
- Events management experience desirable

Interested candidates please apply via our Firm's career portal. [Pinsent Masons Career Portal](https://www.pinsentmasons.com/en/careers/)

**About the Firm**

Pinsent Masons is the 25th largest law firm in the world, with over 3,000 staff and 24 international offices throughout the UK, Europe, Asia Pacific, Africa and the Middle East. We have a long-standing reputation for delivering high-quality legal advice rooted in a deep understanding of the sectors and geographies in which our clients operate. Our global reach ensures that we are well-placed to advise on complex multi-jurisdictional matters across a full range of legal disciplines.

We know that our culture sets us apart, it is at the heart of our success as a leading international law firm. Our core values are Approachable, Bold and Connected and as a firm we hold these in high regard. Personally and collectively, we live them every day and our firm is a better place for it.

**Awards**

Pinsent Masons has achieved more tier 1 rankings in The Legal 500 UK guide than any other firm, won the “Law Firm of the Year Award 2018 – The Lawyer” and is recognised among the most innovative law firms in Europe by the Financial Times. The firm has significant international credentials in the financial services, global energy, infrastructure, real estate, and advanced manufacturing and technology sectors. Services provided across these sectors include asset management and investment funds, corporate and M&A, commercial, competition, litigation and arbitration, banking, restructuring, insurance, regulatory, construction, projects, pensions, property, planning and environmental, procurement, outsourcing, employment, share plans and incentives, technology and tax advice.

Pinsent Masons stands out in particular for its innovative approach to service delivery. For example, the firm operates a hub of freelance lawyers, called Vario. In 2017, Pinsent Masons has acquired a global Diversity and Inclusion consultancy, Brook Graham which further enhances the firm's innovative and market leading offering.