



## Partnership Matters Manager

<b>Department:</b>	COO Office / Talent Management
<b>Location:</b>	Singapore / Hong Kong
<b>Reports to:</b>	Partnership Matters Director, Singapore, with dotted line to the Talent Management Director, Hong Kong

### Position profile:

This role will primarily be responsible for assisting to manage and administer all aspects of partnership matters for the Firm. The successful candidate will be expected to work alongside the Partnership Matters Director (PMD) and Talent Management Director (TMD) to execute and deliver on the full range of partner related initiatives. The role would involve direct interface with the partners.

### Functional relationships with:

- COOs
- Talent Management teams in Singapore, Malaysia, Indonesia, Hong Kong and China
- Partners
- General Managers and Director of Practice Operations
- Business professionals
- Talent Management colleagues in other offices in the Firm's regional and global network

### Key duties and responsibilities:

#### Partnership Matters

- Assist PMD and TMD in the recruitment of lateral of counsel, local partners and principals, including but not limited to, liaison with agencies and candidates, interview arrangements and preparation of notes, collation of feedback, offer preparation, funding applications, preparation of all relevant documentation
- Maintaining lateral partner recruitment database
- Organise performance management meetings for local partners and principals, take notes and summarise actions, where required
- Assist team members in the local partner and principal nomination process for promotion and career path review, including assisting Candidate Evaluation Committee (CEC)
- Assist in preparation of information (including financial information) for compensation committee, if required
- Assist with funding applications for secondment and
- Assist with administration of partners benefits, contracts, insurance, retirements and any other firm documentation
- Liaise with the Global firm on matters concerning partners
- Assist with conflict checks and due diligence on lateral candidates
- Minute taking
- Preparation of agendas

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- Work with Partnership Matters team members and support in all aspects of portfolio (see key leadership roles below)
- Preparing appointment letters documentation as required

## **Candidate Qualifications / Experience:**

- An appropriate tertiary qualification (likely to be in law, human relations or management)
- At least five years of relevant experience in a legal or related professional services environment
- Demonstrable experience working directly with senior counterparts on strategy and execution
- Excellent English language skills (verbal and written) and the confidence to communicate well in a multi-cultural, multi-level environment
- Excellent time management and organizing skills - able to prioritise and manage time to meet deadlines;
- Good project management skills and experience working with Microsoft Project or similar software
- Experience using Microsoft Excel
- Demonstrable experience working directly with, and influencing, highly intelligent and demanding senior stakeholders
- Strong follow up skills and the ability to see tasks through to completion
- Well developed inter-cultural liaison skills

## **Candidate Attributes:**

- Takes personal responsibility for tasks
- Self-starter who is able to demonstrate a proactive and positive attitude to their work
- Consistently produces quality work and pays close attention to detail
- Able to multi-task and work on a variety of projects at the same time
- Maintains a courteous and professional manner in all dealings
- The ability to form strong working relationships with others
- Strong organizational and communication skills