



## PARALEGAL (Twenty positions available)

HHP Law Firm is one of the leading law firms in Indonesia. With more than three decades of local experience, our lawyers provide sophisticated advice on corporate and commercial transactions across a broad range of industries to help our clients execute even the most challenging deals (<https://www.hhp.co.id/>).

We currently need paralegals to join the Firm and help maintain the standards of excellence for which we are known. Candidates should have a strong work ethic, the ability to work under pressure, and good English skills particularly in reading corporate documents, and should be willing to be located outside Jakarta. Candidates will initially be hired for up to two months, with the possibility of extension. This assignment will be based at the client's offices in Sumatra, primarily, and Jakarta.

### Duties and Responsibilities

- Locate, evaluate, and compile relevant resources and data, including data indexing
- Conduct due-diligence, document review, data compilation and extraction
- Prepare necessary reports in relation to the documents/data being compiled, reviewed or extracted
- Identify problematic documents, flag them, and raise them up to the relevant personnel

### Skills and Qualifications

- Bachelor's degree
- Proficiency working with Dropbox, Excel, Outlook and Word
- Previous administrative experience preferred
- Proven ability to work in a highly dynamic environment and handle multiple responsibilities simultaneously
- Well-organized, pro-active, able to work both independently and as part of a team with a strong ability to work to tight deadlines
- Client centric - good interpersonal and communication skills

### Essential Functions

- Ability, on a consistent basis, to:
  - maintain attention and concentration for extended periods of time
  - read and interpret documents and instructions from superiors, clients and other team members
  - function in a fast-paced environment, under substantial pressure
  - work within appropriate levels of independence

### Remuneration package and benefits:

- Gross salary per month IDR 12,000,000
- Accommodation and daily meals
- Flight transportation to and from the client's field office
- Health Insurance for Out-patient and Medical Reimbursement for In-patient
- BPJS Ketenagakerjaan and BPJS Kesehatan

---

To apply, please submit an application letter in English to [HHP.Recruitment@bakermckenzie.com](mailto:HHP.Recruitment@bakermckenzie.com), along with:

- a. soft copy of permanent academic record and certificate of degree with a minimum GPA of 3.00
- b. Curriculum Vitae that includes a 4 x 6 cm photo, latest address, phone number (home and mobile) and email address

Only qualified candidates based on the sole discretion of HHP will be invited for written tests and interviews.