

# Role Description

## Regional Executive Secretary



### Overview

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment expertise developed throughout the Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand and Vietnam), Bangladesh, and Singapore and a dedicated focus on South and Southeast Asia, and beyond.

With a team of over 140 local and foreign lawyers and advisers in ten offices in Asia, and three collaborating firms in Cambodia, Indonesia and the Philippines, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Compliance and Investigation
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Employment
- Taxation

### Position

DFDL is now seeking to hire an experienced individual for the position of a Regional Executive Secretary to join our Regional Office in Phnom Penh, Cambodia.

<b>Report to:</b>	Firm Co-Managing Partner and Chief Operations Officer
<b>Key internal relationships:</b>	Regional Office Directors and all the staff at DFDL
<b>Salary range:</b>	Competitive, commensurate with experience and qualifications
<b>Position type:</b>	Full time
<b>Commencement:</b>	As soon as possible
<b>Location:</b>	Phnom Penh or other office

### Main duties of the role

The following are the key duties and responsibilities that will be expected of you within the Firm:

- Provide extensive administrative support to the Firm Co-Managing Partner, the Chief Operations Officer and the other members of the management of the Regional Office
- Prepare and make arrangements for all internal and external meetings and events for the Firm Co-Managing Partner, the Chief Operations Officer and the other members of the management of the Regional Office
- Coordinate communications for the management of the Regional Office and the management of all Business Units of DFDL
- Draft, format and sent memos and any other documents and perform other relevant work processing tasks
- Prepare presentations and reports for the management of the Regional Office
- Assume the duty of clerical and administrative support for the management of the Regional Office, including screening telephone calls and email enquiries, and managing travel and schedule
- Assist with clerical and administrative tasks for the Regional HR Department
- Act as a point of contact between the management of the Regional Office and employees/clients
- Other tasks not specifically listed in this document may be assigned from time to time

# Role Description

## Regional Executive Secretary

---



### Skills, Knowledge & Experience Required: (“Selection Criteria”)

- Ability to follow confidentiality guidelines and workplace ethics
- Expert knowledge about office administration
- Great planning abilities
- Ability to maintain an accurate calendar
- Excellent verbal as well as written communication skills in English
- Strong IT and numeracy skills
- Ability to juggle multiple tasks, to prioritise your workload and execute a task in a timely manner
- Trustworthy and honest

### Contact Details

Applications should be submitted by email or by hand to:

Contact: Regional HR Department

Email: [Careers@dfd.com](mailto:Careers@dfd.com)

Website: [www.dfd.com](http://www.dfd.com)

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate’s interest in and suitability for the position.

All applications and expressions of interest will be treated confidentially and reviewed only by DFDL Senior Management and the Human Resources team.

Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and only shortlisted candidates will be contacted.