

Sidley is one of the world's largest full-service law firms, with 2,000 lawyers practicing in the U.S., Asia, Europe and Australia. We are seeking for a right candidate to fill up the position of:

**TEMP MARKETING CLERK  
JOB DESCRIPTION**

**Responsibilities:**

To provide administrative support to the Marketing/Business Development team in a wide spectrum of marketing/business development activities including but not limited to:

**Marketing**

- Audit Biography (Chinese and English)
- General event support
- Client gift sourcing and inventory management
- Administrative and other projects as assigned

**Business Development**

- Manage electronic filing of prospectus and communicate with relevant global team members
- Assist in pitching materials (formatting/graphic)
- Coordinate with reprographics team on printing requirements
- Administrative and other projects as assigned

**Requirements:**

- Undergraduate/postgraduate student from an accredited college or university studying a degree in a related area, such as marketing, translation, is preferred
- Excellent language skills in both English and Chinese, including writing, editing and proofreading
- Demonstrated proficiency in Microsoft Word, Excel and PowerPoint
- Team-player, meticulous, responsible, proactive, organized with good interpersonal skills
- Detail-minded, flexible and able to work under pressure
- Uphold confidentiality
- Knowledge of legal industry preferred
- Experience in professional services firms will be an advantage
- Immediately available is preferred

Please apply through our online portal at:

<https://careers-sidleyapac.icims.com/jobs/4918/hk---temp-marketing-clerk/job>.

*Personal data collected will be used for recruitment purposes only and all application will be treated in strict confidence.*

Sidley Austin is one of the world's largest law firms, with approximately 2,000 lawyers practicing in the U.S., Asia, Europe and Australia. We are seeking for a right candidate to fill up the position of:

**TEMP RECORDS MANAGEMENT CLERK  
JOB DESCRIPTION**

**Responsibilities:**

- Work part-time (at least 2-3 days per week) during semester time
- Document scanning and quality checking
- Email filing/Outlook mailbox administration
- Data entry
- Any ad-hoc projects assigned by supervisor

**Requirements:**

- University students major in IT, records management or related discipline
- Good knowledge of Microsoft Office
- Excellent command in written and spoken English, Cantonese and Mandarin (optional)
- Well-organised with good interpersonal skills
- Attention to details, reliable and able to work under pressure
- Immediately available is preferred

Please apply online at <https://careers-sidleyapac.icims.com/jobs/5143/hk---temp-records-management-clerk/job>.

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