



We are seeking dynamic, highly motivated and committed individuals to join us in the various departments:

INFORMATION TECHNOLOGY DEPARTMENT

You will assist the Department Head in managing the day-to-day operation of the IT infrastructure of the organisation. You will plan and coordinate the deployment and configuration of hardware and software, drivers, peripherals and any other external devices. You will also assist in the administration and operation of a major software application, including the administration of the call centre /service bureau and will be closely involved in the initial development of the software application.

Requirements

- Degree in Computer Science, Electrical and Electronic Engineering or similar fields
- Technical certification in Microsoft Operating System
- Minimum 4 years' proven track record in IT networking, Microsoft desktop operating system and e-mail support
- Experience in Microsoft CRM 4.0 and Sharepoint
- Experience in Symantec Backup Exec, Symantec Antivirus Console and Client
- Minimum 2 years' experience in implementing and supporting hardware and software systems, infrastructure components, customer service delivery, helpdesk operations, data centre management and project management
- Minimum 4 years' experience in a small or medium enterprise with at least 2 years' managerial experience
- Experience in the legal industry will be an added advantage
- Only Singaporean/ Singapore permanent resident need apply

CONTINUING PROFESSIONAL DEVELOPMENT DEPARTMENT

You will implement, coordinate, plan and organize training programs, collate and draft program materials, coordinate with third party service providers and manage event budgets.

Requirements

- Holder of at least GCE "A" levels or Diploma
- At least 3-5 years' working experience in professional development training, event management or related fields
- Highly adaptable and resourceful
- Excellent interpersonal skills
- Excellent organizational, analytical and communications skills
- Ability to multi-task and perform well under pressure
- Only Singaporeans or Singapore permanent residents need apply

FINANCE, HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT (Receptionist / Customer Service Officer)

You will manage and handle queries in person and via telephone, attend to walk-in visitors, attend to meeting arrangements and other general administration duties.

Requirements

- Holder of at least 5 GCE "O" levels
- Not less than 2 years' experience in customer service
- Well groomed with pleasant disposition
- Good communication and interpersonal skills
- Customer-service orientated with a pleasant and positive personality
- Excellent spoken English and strong conversational skills in Mandarin, Malay, Tamil or a Chinese dialect
- Ability to start work IMMEDIATELY or within SHORT NOTICE will be an advantage
- Only Singaporeans or Singapore permanent residents need apply

We offer attractive remuneration packages to the successful candidates. The position offered will commensurate with experience, capability and qualifications.

APPLICATION

To apply, please email your detailed resume, including your qualifications, current salary and contact particulars of 2 character referees by **1 March 2010** to:

The Law Society of Singapore
39 South Bridge Road, Singapore 058673
Email: Recruit@lawsoc.org.sg

We regret that only short-listed candidates will be notified.