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Careers with USP Law

Position: Associate Director

About UPS Law LLC

At **USP Law LLC**, we are **United in strategy, Shaped by purpose, Powered by technology.**

Practice Areas: Cross-border Commercial Disputes | International Arbitration | Corporate Advisory | Private Client Services

What makes USP Law different: *Every matter we handle is strategically aligned with the client's business objectives, ensuring that our advice is not only legally sound but commercially meaningful.*

As a small firm, we offer what large teams often can't: **close supervision, real responsibility, and direct exposure** to the substance of matters—early and often.

Role Summary

The Associate Director is a senior fee-earner and people leader who will:

1. lead complex matters and deliver high-quality advocacy/advice;
2. mentor and develop junior lawyers; and
3. help grow USP Law's practice through business development, client stewardship, and operational excellence.

This role suits a lawyer ready to step into a **leadership track** with meaningful responsibility in a boutique platform—leading matters, owning client relationships, and shaping culture.

Key Responsibilities

1. Matter Leadership & Client Delivery

- Lead and manage a portfolio of commercial disputes (including cross-border), and international arbitration matters from inception to resolution, with appropriate partner oversight.
- Develop case strategy, manage timelines, and ensure high-quality drafting of pleadings, submissions, opinions, and correspondence.
- Represent clients in court proceedings, arbitrations, and mediations, and manage external stakeholders (counsel, experts, foreign counsel) where needed.
- Deliver practical, commercially-sound advice that aligns with clients' objectives and risk appetite.

2. Team Leadership, Coaching & Quality Control

- Supervise, mentor, and develop junior lawyers and trainees—delegating effectively, reviewing work, and providing structured feedback.
- Contribute to a high-performance, supportive environment; model USP Law's values and professional standards.

- Support knowledge development (templates, playbooks, precedents) to improve quality and consistency across matters.

3. Business Development & Practice Growth

- Build and maintain strong client relationships; identify opportunities to deepen engagements and expand accounts.
- Participate in business development initiatives (networking, pitches, proposal preparation, thought leadership).
- Help shape and execute practice growth plans (service offerings, sector focus, referral networks), consistent with USP Law's strategy.

4. Commercial & Practice Management (Senior Expectations)

- Manage matter budgets, staffing, and resourcing; support billing hygiene and matter profitability.
- Ensure compliance with professional conduct obligations and internal risk processes (conflicts, confidentiality, file management, deadlines).

Who You Are

- Singapore-qualified Advocate & Solicitor (or eligible and able to practice in Singapore in the role's scope).
- Strong disputes background with demonstrated ability to lead matters and draft high-quality court/arbitration documents.
- Proven capability to supervise and mentor junior team members.
- Excellent analytical, research, drafting, and advocacy skills.

Preferred / Advantageous

- Experience in international arbitration and cross-border disputes, including coordination with foreign counsel and experts.
- Demonstrated business development track record or clear potential to build a practice.
- Exposure to advisory/transactional support in corporate advisory or private client matters (helpful in a boutique platform).

Attributes

- Professionalism: consistently high-quality work, sound judgment, dependable delivery under pressure.
- Integrity: ethical decision-making, confidentiality, responsible client counsel.
- Client Leadership: trusted advisor mindset; proactive communication and stakeholder management.
- People Leadership: coaching, delegation, feedback, and building a strong team culture.
- Growth Orientation: networking, pitching, and developing opportunities aligned to firm strategy.

What we offer

- Support for professional and business development, including sponsored opportunities to build your practice.
- Flexible compensation structures, from salary plus bonus to hybrid salary and commission models.
- Fair access to work generated and referred through the UPS client network
- A flat, collaborative management structure where every member has a voice in key decisions.