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## Careers with USP Law

### Position: Associate

#### 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

We are looking for an **Associate** who enjoys solving complex problems, thrives in a high-performance environment, and is excited to take meaningful responsibility on matters. The role offers hands-on exposure to **litigation/arbitration workstreams** and the opportunity to build breadth across **advisory and private client matters**, similar to how many Singapore teams structure junior-to-mid associate roles.

#### Key Responsibilities

##### 1) Disputes: Commercial Litigation & International Arbitration

- Support and/or manage day-to-day conduct of **commercial disputes** and **arbitrations**, including strategy development and matter planning.
- **Draft, review and file** litigation and arbitration documents (e.g., pleadings, submissions, affidavits, correspondence), ensuring accuracy and quality.
- Conduct **legal research and case law analysis**, and prepare legal advisories/memos/opinions with appropriate supervision.
- Assist with **trial/hearing preparation** (e.g., bundles, chronologies, witness preparation, issue lists) and manage deadlines and filings.
- Participate in **negotiations, mediations, arbitrations and court proceedings** (as appropriate to seniority and rights of audience).
- Coordinate with **experts and/or local counsel** on cross-border elements and multi-jurisdictional steps.

##### 2) Corporate Advisory (as needed)

- Draft and review **contracts and transactional documents** and support **corporate/commercial advisory** workstreams.
- Conduct **due diligence**, legal/regulatory research, and assist in preparing client-facing advice for corporate matters (including cross-border elements where relevant).

### 3) Private Client

- Support private client matters, including elements of **trust/estate planning, succession planning, family governance and wealth structuring** (where relevant to the firm's work).
- Draft/review private client documentation (e.g., trust-related documents, wills/probate-related materials as applicable) and liaise with external stakeholders such as trustees/advisers.

### 4) Client & Practice Development

- Attend client meetings, provide clear matter updates, and contribute to delivering excellent client service.
- Contribute to internal know-how (templates, precedents, legal updates) and collaborate closely with the team.

### Who You Are

- **LLB/JD (or equivalent)** from a recognized university with strong academic record.
- **Singapore Bar admission** (especially beneficial if the role includes Singapore court work).
- **1–5 years PQE** experience in commercial litigation and/or arbitration; exposure to corporate advisory is advantageous.

### Attributes

- **Strong drafting, research and analytical skills**, with excellent attention to detail and the ability to manage deadlines.
- Proven ability to manage competing priorities and work effectively in a team-based environment.
- Comfort working on **cross-border** and multi-stakeholder matters, including coordinating with external counsel/experts.
- Private client exposure/interest (trusts/estates) is a plus for a hybrid disputes + private client role.

### What we offer

- Hands-on learning with **meaningful responsibility** and partner access typical of lean teams, plus mentoring and professional development.
- Exposure to **high-stakes disputes/arbitration** and opportunities to develop breadth across advisory and private client work (depending on pipeline).