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## Careers with USP Law

### Position: Trainee

#### 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

You will support the team on live matters spanning disputes/arbitration, advisory work, and private client instructions. The role is designed to build strong fundamentals in **legal research, drafting, matter management, and client support**, while developing commercial awareness and professional judgment under close supervision.

#### Key Responsibilities

##### 1) Legal Research & Analysis

- Conduct legal research on procedural and substantive issues (including cross-border issues where relevant) and prepare concise research notes and case summaries.
- Track legal developments and support internal knowledge updates relevant to ongoing matters.

##### 2) Drafting & Document Work

- Assist in drafting and reviewing legal documents and correspondence (e.g., letters/emails to clients/counterparties, submissions, affidavits, and other dispute documents).
- Support corporate advisory work (e.g., drafting/reviewing agreements, resolutions, and transaction documents/checklists where relevant).
- Proofread, format, and quality-check documents to ensure accuracy and consistency.

##### 3) Disputes & Arbitration Support (hands-on exposure)

- Assist with case theory development by organising facts, authorities, chronologies, and issues lists for disputes/arbitration matters.
- Support hearing preparation (e.g., compiling bundles/exhibits, witness folders, hearing notes, and post-hearing follow-ups).

##### 4) Court / Proceeding Exposure (where applicable)

- Attend court hearings/mentions and client meetings with supervising lawyers; take accurate notes and support follow-ups.
- Assist with procedural steps and filings, including coordination of court documents where relevant.

### 5) Matter Management & Operations (small-firm excellence)

- Support matter management: maintain well-organised files, track deadlines, and ensure timely completion of tasks.
- Assist with document management and transaction support processes (including collation and due diligence-style reviews where relevant).
- Work with technology-enabled workflows (including eLitigation-related processes where applicable).

## Who You Are

### Pathway A – Practice Trainee / RLT Candidate

#### Requirements

- Law graduate eligible for a Practice Training Contract or Relevant Legal Training pathway (as applicable).
- Strong legal research, drafting, and analytical skills; demonstrates professionalism and attention to detail.
- Comfortable working in a lean team with ownership, responsiveness, and discretion.

### Pathway B – Law Student Intern (Undergraduate / JD equivalent)

#### Requirements

- Current law student with strong interest in disputes/arbitration and/or corporate advisory work.
- Good research and writing skills; organised and reliable; able to commit for the agreed internship period.
- Proficiency in MS Office (Word/Excel/PowerPoint) and good document hygiene.

## Attributes (for both pathways)

- Strong commercial awareness (ability to spot business implications and communicate concisely).
- Confidence to ask thoughtful questions and accept feedback quickly in a high-trust, high-standards environment.
- High integrity, confidentiality mindset, and detail orientation in handling sensitive documents.

## What You'll Learn at USP Law LLC

- Practical end-to-end exposure: research → drafting → strategy discussions → client interactions → hearing/court prep (where relevant).
- How strong legal advice becomes **commercially meaningful** advice through disciplined thinking and client-centric outcomes.
- Technology-enabled practice skills, including process discipline and digital matter management (including eLitigation workflow familiarity where applicable).