



We are a dynamic, expanding, forward-looking global law firm providing a broad range of quality legal services to local and international clients. Our firm is focusing primarily on corporate/commercial work, corporate finance and securities, mergers and acquisitions, banking and dispute resolution and arbitration.

We aim to be recognised as one of the best in our principal areas of practice. We are now seeking a candidate to fill the following position:

**Position: Paralegal**

**Department: Corporate & Securities**

- Top ranking firm with international reach
- Competitive remuneration
- Partners with excellent reputation

**Job Summary:**

**Within the Corporate & Securities Team, you are required to:**

1. Conduct legal research
2. Draft legal documents
3. Follow-up with projects and clients
4. Complete document translations
5. File management

This role will be challenging and highly rewarding. The successful applicant will be energetic, resourceful and have strong legal-related experience.

Graduation Year: 2014 – 2017 (Expected to graduate in July 2017)

Fields of Study: **Business Administration, Law**

Education Level (pursuing / obtained): **Master / Postgraduate Diploma, Bachelor**

Required Level of Work Experience: **1.0**

**About you**

**The successful candidate will have:**

- Strong educational background with good academic results;
- at least 1 - 2 years of solid international law firm experience;
- Strong organizational and interpersonal skills, able to work under tight deadlines and high level of accuracy, and attention to detail;
- Strong knowledge of Microsoft Office packages, including Chinese typing
- Fluent in English, and Mandarin (oral and written)
- Team player and willing to help

**What we offer**

We strive to create a positive, stimulating and diverse work environment - one that is based on teamwork, learning, open communication and knowledge sharing.

We have initiatives in place that ensure that the firm's culture is welcoming and supportive. We offer exceptional training opportunities and support to fully develop your potential.

Successful applicants will be eligible for a comprehensive range of benefits including, but not limited to, free gym membership, an active social club and fabulous training opportunities.

Application Methods:

Please address you application to: Jennifer Ho, Human Resources Coordinator, Human Resources

Email: [Recruitment@hk.kwm.com](mailto:Recruitment@hk.kwm.com)

Application Deadline: 18 June 2017