



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:

We are currently looking for a junior paralegal with at least one year in handling IPO related tasks.

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

The successful candidate will have:

- Strong educational background with good academic results;
- At least 1 year of paralegal / IPO experience (MUST);
- 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 your application to: Jennifer Ho, Human Resources Coordinator, Human Resources

Email: Recruitment@hk.kwm.com

Application Deadline: 22 July 2017