



# Job Description

Job title:	Hong Kong Corporate Paralegal	Location:	Hong Kong
Practice group:	Hong Kong Corporate	Hiring Managers:	Corporate Partners
		Position type:	Permanent

## Freshfields Overview

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Freshfields Bruckhaus Deringer is a leader among international law firms, providing business law advice of the highest quality throughout Europe, the Middle East, Asia and the United States.

With over 2,500 lawyers in 27 key business centres across 16 countries, we provide a comprehensive service to national and multi-national corporations, financial institutions and governments.

In Asia, we are located in 7 cities across China, Singapore, Japan and Vietnam. We are consistently ranked at the top of the league tables in Asia, Europe and globally.

## Our China Offices

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Lawyers in our China offices make up one of the most experienced PRC teams of any international law firm. Operating across many sectors, our teams support clients across a wide range of work.

## Our Corporate Group Practice

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Our Corporate practice group is the firm's largest. We act for private and public companies, banks, governments and states, amongst others.

Our lawyers will work on a broad mix of transactions, including public and private merger and acquisitions, joint ventures, private equity and securities offerings. Most of the work will have an international dimension and will range from some of the largest and most complex transactions to smaller deals which provide greater responsibility. We offer comprehensive training and career development for associates at all levels and encourage secondments, both within our international network and to our clients.

Our Corporate team works on a wide variety of transactions, including:

- Large, complex public and private merger and acquisition transactions; full scale worldwide mergers of existing businesses, new ventures and a variety of joint ventures.
- Private equity and fund raising transactions across a wide range of market sectors.
- Securities offerings, medium term notes, high-yield bonds, derivatives and structured products.

While we encourage a broad spread of work there is an opportunity to advise clients across a number of sector groups, including consumer and healthcare; energy and natural resources; financial



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institutions; infrastructure and transport; leisure; private equity; real estate; telecommunications, media and technology and others.

## Key Requirements

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### Professional qualifications/language abilities

#### *Essential:*

- Candidates must be a university graduate; preference will be given to candidates with an undergraduate degree in law.
- Excellent English communication skills including reading and writing.
- Fluent Chinese/Mandarin skills including reading and writing.

#### *Preferred:*

- Some work experience in a corporate environment.
- Fluent spoken Cantonese.

### Technical requirements

#### *Essential:*

- Ability to translate Chinese/Mandarin documents into English and vice versa.
- Strong computer skills and experience in using MS Office tools (in particular Word, Excel, Outlook and Internet Explorer)
- Excellent attention to detail.
- The ability to complete work to tight deadlines when required.
- Availability to work longer hours when necessary.
- The ability to work with large amounts of information.

#### *Preferred:*

- An understanding of project terminology and approaches.
- Experience of using a legal document management system.
- Experience of using data and document review tools and systems.

## Competencies

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- Clear and concise written and oral communication skills.
- High level of drafting and analytical skills.
- Strong team skills, with the ability to build working relationships with a range of people at all levels, to share knowledge and to support colleagues.
- Ability to work independently with a proactive and self-motivated approach.
- Excellent organisational and time management skills in order to meet tight deadlines.
- Enthusiastic and willing to learn.
- Flexible in approach and adaptable to change.
- Resilient and calm under pressure.
- Strong commercial awareness.
- Delivery focused with a commitment to quality of work.
- Professional in approach.
- An understanding of working across cultural boundaries.



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## Application Process

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Please submit your application online via the following links:

Careers Website:

<https://freshfields.taleo.net/careersection/ex/jobdetail.ftl?job=18000006&tz=GMT%2B08%3A00>

Due to the volume of applicants, only shortlisted candidates will be contacted.