



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 are currently looking for a paralegal with at least one year in handling IPO / M&A related tasks.

### **JOB DESCRIPTION**

#### **Job Summary:**

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

1. Conduct legal research for Projects
2. Translate and draft legal agreements
3. Assist in preparing verification notes and conducting due diligence investigations
4. Provide full spectrum legal support to Partners and Associates
5. Travel overseas required

#### **The successful candidate will have:**

1. Holder of Law Degree
2. At least 1 year IPO experience required
3. Native Mandarin preferred and strong in English
4. Outgoing person with good communication skills

#### **What we offer**

We offer attractive compensation package and benefits to the ideal candidate. Good career progression per outstanding candidate

#### **Application Method**

Please address you application to:

Jennifer Ho, Human Resources Coordinator, Human Resources

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

Application Deadline: 20 April 2018



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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: Summer Paralegal

Group: Dispute Resolution

Period: May 2018 to August 2018

**Job Summary:**

**Within the Dispute Resolution 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

Graduation Year: 2017-2019

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

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

Required Level of Work Experience: **some litigation experiences**

**About you**

**The successful candidate will have:**

1. Law Degree or above;
2. Few internship experiences gained from International law firm (preferably within litigation areas)
3. Strong organizational and interpersonal skills, able to work under tight deadlines;
4. Native Mandarin preferred and strong in English

**What we offer**

We offer good compensation package and benefits to the ideal candidate.

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