

Linklaters - Paralegal Position for Graduates

About the role

Due to the continued growth of our business, across the region, we at Linklaters are looking for a curious minded and passionate Paralegal to be a part of our Capital Markets (EDM) team. Reporting to the Partners and working with the team, in this Paralegal role, your prime scope of work would include providing dedicated matter support to ensure projects are completed accurately, on time and to the ultimate clients' satisfaction.

Key Responsibilities:

- Assist in collating and researching company information from public sources and deal information
- Prepare draft descriptions of companies from public sources and deal information, in particular with an ability to translate information which is in Chinese to English, and to use such information to draft a disclosure document in respect of the company
- Support with the administrative aspects of deals (eg: chasing for information and answers on due diligence questionnaires) and;
- Assist on bible preparation and deal closing.

To succeed in this indispensable Paralegal role, you should be competent and eager to see the job through to completion and have gravitas to work effectively with the Capital Markets (EDM) team at all levels.

Skills/ Experience/ Qualifications Required

Key Requirements:

- Bachelor Degree in Law, English, Finance or Business
- Fluent English and Chinese (Cantonese and Mandarin) would be essential
- Stable experience would have an added advantage
- Highly robust with an eye for attention to details
- Excellent interpersonal and communication skills

Interested applicant can apply via this link: [Paralegal – EDM](#)