



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 corporate securities related tasks.

**Position: Junior Paralegal**

**Department: Corporate & Securities**

### **Job Summary**

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

1. Conduct legal research (e.g: corporate & restructuring / investment related projects)
2. Draft legal documents
3. Follow-up with projects and clients (e.g: M&A Projects)
4. Complete document translations for senior managers

### **About you**

**The successful candidate will have:**

1. Holder of Law Degree (Major in Common Law)
2. At least 1 year of paralegal / IPO experience (MUST);
3. Good IT skills, including Chinese typing;
4. Fluent in English, and Mandarin (oral and written);
5. IANG Visa welcome

### **What we offer**

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: 2 September 2017**