



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 junior paralegal with at least one year in handling IPO related tasks.

JOB DESCRIPTION

Job Summary:

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

- drafting legal documents / agreements;
- conducting legal research (IPO / M&A matters);
- Joining meetings and pitches to clients, delivered by senior lawyers;
- Support supervisors and the team in any other work as directed.
- Good career progression

The successful candidate will have:

- Strong educational background with good academic results;
- Must have 1 year of paralegal / IPO experience (less experiences candidate will not be considered);
- 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: jennifer.ho@hk.kwm.com

Application Deadline: 30 September 2017