

Sidley is one of the world's largest law firms, with approximately 1,900 lawyers practicing in the U.S., Asia, Europe and Australia. We are seeking for a right candidate to fill up the position of:

LEGAL ASSISTANT JOB DESCRIPTION

Summary:

Full legal assistant responsibilities in supporting lawyers of the Corporate Finance practice.

Essential Duties and Responsibilities:

Legal Support

- Conduct documentary and on-site due diligence processes
- Draft simple legal drafting under supervision
- Handle closing and prepare closing documents
- Perform legal research under supervision
- Coordinate with different parties on administrative matters
- Assist in translation where necessary
- Additional ad hoc tasks as required

Education and/or Experience:

Required:

- Master of Law or equivalent
- Native mandarin and Chinese required
- At least 1 year prior capital markets transaction experience
- Fresh graduate also welcome

Other Skills and Abilities:

In addition to the above, the following is also expected of the successful candidate:

- Excellent organizational skills
- Excellent attention to detail
- Good judgment with strong legal sense
- Good interpersonal communication skills
- Well developed analytical ability and problem-solving skills
- Works harmoniously and effectively with others as part of a team
- A self-starter who desires to show ownership and commitment to the job
- Exercises confidentiality and discretion

Please apply with full resume and transcripts by e-mail to asiarecruitment@sidley.com.

Personal data collected will be used for recruitment purposes only and all application will be treated in strict confidence.