



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 preferably with one year experience 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. Assist with prospectus drafting
3. Translate and draft agreements
4. Assist in preparing verification notes and conducting due diligence investigations
5. Prepare submission documents to HKEX
6. Provide full spectrum legal support to Partners and Associates
7. Travel overseas required

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

1. Bachelor degree in Law
2. 1 year of IPO experience preferred
3. Native Mandarin preferred and strong in English
4. Outgoing personality with good communication skills
5. Strong legal drafting skills

#### **What we offer**

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

#### **Application Method**

Please address you application to:

Tracy Lee, Human Resources Coordinator, Human Resources

Email: [tracy.lee@hk.kwm.com](mailto:tracy.lee@hk.kwm.com)

Application Deadline: 31 August 2018