



Job title	Paralegal, Corporate Finance
Business area	Corporate
The firm	
<p>In a highly competitive and rapidly changing environment the success of our business depends on the quality of our people. We therefore invest heavily in attracting and retaining the top talent, and helping them to fulfill their potential. It is only by doing this that we can stay at the top of our game.</p> <p>But not just at the top of our game, continually upping it, too. In the last few years, we have opened offices in Hong Kong, Singapore and Bristol, underlining our commitment to ambitious growth.</p> <p>Our open and dynamic working environment reflects the culture of the firm. There's little in the way of hierarchy and our people are encouraged to be themselves and take on as much responsibility as they are ready for, whilst receiving the support they need to develop both their professional and business skills.</p>	
The role	
<p>The role will primarily support our growing Corporate practice in Hong Kong but will also involve working for other lawyers and partners in our Commercial Disputes practices. This is a great opportunity for enthusiastic and ambitious candidate who is keen begin their legal career and to gain legal work experience in an international law firm environment. Language skills are essential for this role and specifically the ability to read and write Chinese is a key requirement.</p> <p>Below are some examples of typical duties (but is no an exhaustive list as the role will be flexible depending on business need and priorities):</p> <ul style="list-style-type: none">• Research in various Corporate matters and other legal research on companies• Conducting due diligence and preparing the reports• Provide support to the team and involve in capital markets and IPOs projects• Assist in drafting the prospectus• Handling both internal and external enquiries in various legal matters• Work alongside with the partners across Hong Kong and UK and be involved in advising on a wide range of corporate matters, for projects relating to both PRC and international matters and clients.• Play a strong part in the business development and client management for both PRC and international matters and clients.• To assist with work relating to company start up, partnership agreements, terms of business, company structures, corporate governance, commercial contracts, business sales and acquisitions and pre & post IPO.• Providing other legal support to associates and partners in the team• Document management• Translation of documents	
The team	
<p>Our Corporate team handles the full range of transactional and advisory work in Hong Kong, mainland China, Singapore and across Asia. Our team is growing fast and is capable of</p>	

handling some of the largest and most complex transactions in the market.

We provide a leading edge service to a range of clients encompassing large multinationals, growing corporates, financial institutions and other professional practices, including many household names.

- Banking and finance
- Capital markets
- Corporate insurance and regulatory
- Employment, property and branding
- Equity, equity-linked, debt fund raisings
- Financial services/regulatory work
- Foreign Direct Investments (FDI)
- Fund management
- Insolvency and restructuring
- M&A and joint ventures
- Securitisations

Knowledge skills and experience

- Undergraduate degree level preferably in law or other relevant discipline (eg. Business / Finance) with an ambition in establishing a career in legal industry
- Candidates with PRC background or knowledgeable in the PRC legal system would be an advantage
- Chinese language capability is essential particularly in reading and writing simplified Chinese
- Good command of both written and oral English
- Strong organisation and project management skills
- Prior experience working in a law firm is advantageous but not deemed essential
- Less or no prior experience will also be considered
- Motivated, committed and flexible
- Enthusiastic personality and someone who enjoys teamwork and collaboration with others
- Hunger to learn and ability to be proactive / think ahead
- Proficiency in IT skills and applications
- Strong communication and interpersonal skills – it's just as important to us that our team members have an interest in others, a desire to be sociable and professionalism.

To apply, please send your full CV to **Pauline Kwan, People & Resourcing Manager** by email to HR@rpc.com.hk and specify your email subject as "**Corporate Finance Paralegal**". All applications will be treated in the strictest confidence. Personal data collected will be used for recruitment purposes only.