

We are a dynamic, expanding, forward-looking global law firm providing a broad range of quality legal services to local and international clients focusing primarily on corporate/commercial work, corporate finance and securities, mergers and acquisitions, banking and dispute resolution and arbitration. 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:

Corporate Paralegal

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:

- Conduct legal research for Projects
- Assist with prospectus drafting
- Translate and draft agreements
- Assist in preparing verification notes and conducting due diligence investigations
- Prepare submission documents to HKEX
- Provide full spectrum legal support to Partners and Associates
- Travel overseas may be required

The successful candidate will have:

- Bachelor degree in Law
- 1 year of IPO experience preferred
- Native Mandarin preferred and strong in English
- Outgoing personality with good communication skills
- 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 Methods:

Please address you application to Recruitment@hk.kwm.com.