C&S Recruitment Notice
Courses & Seminars Limited

Position: Paralegal / Training Coordinator
Job category: Continuing Professional Training Provider / Business Support
Job type: Full-time
Areas of Focus: Compliance, Regulatory, Corporate Finance, Asset Management and Risk Management

Job Description: Main Duties
- Conduct consistent and guided legal research on various topics (not limited to the topics mentioned above) to offer our clients with learning resources from basics to advanced upcoming trends that keep them at the leading-edge of their expertise
- Course organization management – including relationship management with speakers who are prestigious individuals in their field of profession, sit-in courses, course materials preparation and record analysis for designing future courses, etc.
- To ensure course accreditation compliance with various associations and to answer questions on all accreditation related customer queries
- Marketing (legal knowledge required) – including research on potential clients, drafting introductory language to the legal topics, enhancing the resourcefulness of the website with legal updates and insights
- To assist in reviewing, amending and drafting simple business and legal documents
- To assist in maintaining document management / filing system and updating lists and other admin support
- To assist with other ad hoc assignments and projects

Requirements:
- Law Degree in LLB or JD programme with good academic results (min GPA 3.3) or Completed PCLL or Accepted into PCLL Programme
- 2:1 (second class honors, division one) or minimum 3.3 GPA

Application procedures: Send CV & Cover letter by email to hr@courses-seminars.com
Application deadline: Thursday 17 December 2020
Interview period: Rolling
Selection process/criteria:
- Academic achievements
- Case study / legal problem solving
- 1 interview
- Relevant work experience will be considered

Contact: Yvonne Ho, Managing Director
Email: yvonne@cim.com.hk
Applications for our 2021 Hong Kong Vacation Clerkship Program is now open!

We welcome law student in their penultimate year to apply to our clerkship program. Clerks on the program will be eligible for 2023 Hong Kong Training Contract consideration.

Apply now!

- Application Deadline: 24 January 2021
- Summer Clerkships: June and July 2021
- Winter Clerkships: December 2021

Apply by scanning the QR code or click here

For further information, please email: graduate.hkrecruitment@hk.kwm.com
PROPEL INTERNATIONAL GRADUATE PROGRAM
律师招募超越计划
Commended in the Financial Times Innovative Lawyers Asia Pacific Report 2019
获2019《金融时报》“亚太创新律师”报告提名
So...what’s Propel all about?

Are you looking to develop a career in China’s Greater Bay Area?

An exciting opportunity to be trained in Hong Kong and Guangzhou or Shenzhen at a leading international law firm and become qualified in the PRC is here!

In King & Wood Mallesons International Center’s award-winning 2-year Propel training program, you will gain exposure over two legal jurisdictions and work on cross-border matters, rotating through different practice groups in our Hong Kong and South China offices.

Our Propel program was commended by the Financial Times for designing the “first international graduate recruitment programme focused on China’s Greater Bay Area initiative”, in the category of Managing and Developing Talent, Financial Times Asia Pacific Innovative Lawyers Report 2019.

If you have...

An LLB from an elite PRC university and studying an overseas LLM

An international outlook

Excellent communication and interpersonal skills

Outstanding academic record

Strong language skills in written and spoken English and Mandarin

Good analytical skills and keen commercial awareness

Passionate about the law

“This is a unique opportunity to gain significant work experience across multiple jurisdictions. This is a great start for a legal career”. Propel Graduate 2019

“This program and the training so far have exceeded expectations”. Propel Graduate 2020

We want you...

Applications for Propel 2021 intake are now open until 24 January 2021.

Please scan the QR code for application details.

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CIML Recruitment Notice

Cheetah Investment Management Limited

Position: Legal & Compliance Winter and Spring Intern

Job category: Investment / Management Advisory Firm Winter Internship

Job type: Full-time / Part-time

Areas of Focus: Compliance, Regulatory, and Legal area

Job Description:
- Review and organize investor documentation including subscription documents, transfers, redemptions and KYC documents
- Assist in updating Compliance Manuals, AML manual and company policies
- Assist in corporate secretarial matters
- Updating various legal & compliance control lists and logs (i.e. OFAC/AML sanctions Lists, and Authorized signatory lists)
- Conduct Legal research on regulations/legislation relating to business in CIML
- Assisting in updating on DOI reports and risk reports, CPD and CPT records
- Assisting in updating on the SFC lists and logs (i.e. Alert Lists, Compliance Alerts, notifications / filings, and surveys)
- Assisting in updating the FATCA, AEOI, CRS, Staff trades and KYC/DD on Investors

Requirements:
- 2:1 (second class honors, division one)
- Completed PCLL courses
- Accepted into PCLL Programme Fall 2020

Application procedures: Send CV & Cover letter by email to recruitment@cim.com.hk

Application deadline: Thursday 17 December 2020

Interview period: Rolling

Selection process/criteria:
- Academic achievements
- Aptitude test
- Case study / legal problem solving
- 2 interviews
- Relevant or previous work experience / internships will be considered

Contact: Yvonne Ho, Managing Director & Head of Legal and Compliance

Email: recruitment@cim.com.hk