

Law Firm Recruitment Notice

S.K. Lam, Alfred Chan & Co.

Position:	Paralegal
Job category:	Law Firm
Job type:	Full-time
Firm's practice areas:	Please see our website : www.sklac.com
Job description:	To draft legal letters, to prepare legal documents for civil proceedings and conduct legal research mainly for litigation practice. Fresh or recent graduate will be considered. Candidate will be trained to handle cases with good initiative under supervision.
Application procedures:	Cover letter and resume by email to our Partner Mr. Chan Chun Wa (Email address : chanchunwa@sklac.com)



WAN YEUNG HAU & CO.
Solicitors

- 香港中環德輔道中 141 號中保集團大廈 2210 室
Unit 2210, China Insurance Group Building, 141 Des Voeux Road Central, H.K.
Tel 電話: +852 2156 2262 Fax 傳真: +852 2877 6377
- 香港九龍彌敦道 573 號富運商業中心 13 樓 B 室
Flat B, 13/F, Full Win Commercial Centre, 573 Nathan Road, Kln., H.K.
Tel 電話: +852 3616 6168 Fax 傳真: +852 3616 6169

Date: 31st July 2020

Our Ref.: Recruit/GP/20

Please reply to: Mr. Gawan Lo

BY E-MAIL (aughung8@hku.hk) ONLY

Faculty of Law

University of Hong Kong

FOR IMMEDIATE ATTENTION

Attn.: Mr. Augustine Hung

Dear Sirs,

Re: Recruitment of Trainee Solicitor

We are a local law firm which has been established since 2010 specializes in general practice including commercial, civil, criminal litigation, conveyancing, matrimonial, personal injuries, probate, trust etc.

Our firm has expanded rapidly in the last few years in Central office. To meet the needs of our growing practice of the respective areas, we hereby would like to recruit a good quality candidate with drive and ambition to assist in handling an interesting caseload of the respective legal practice areas. In return we offer good remuneration and the support needed to allow such candidate to fulfill his/her potential.

The candidate should have a good sense of responsibility, self-initiative, a good team player with good command of both written and spoken English and Chinese including Mandarin.

All applications, which will be treated in strict confidence, should be made in writing with full curriculum vitae to Mr. Gawan Lo, The Recruitment Partner of Messrs. Wan Yeung Hau & Co, Unit B, 13/F., Full Win Commercial Centre, Kowloon, Hong Kong or by e-mail to office@smartlegal.com.hk. Personal data collected will be used for recruitment purposes only.

Kindly assist us to proceed with the said recruitment at your School and should you have any query thereto, please feel free to contact our Mr. Gawan Lo at 3616 6168.

Thank you for your kind attention and assistance.

Yours faithfully,

Mr. Yeung Wan Fung, Martin
Partner

Partners

楊雲峯 律師
Martin Yeung

Consultants

盧雅思 律師
Elsie Lo

侯穎賢 律師
Kym Hau

梁漢威 律師
Hugo H.W. Leung

Associate

盧基宏 律師
Gawan Lo

曾尉靈 律師
Kammy W.L. Tsang