

C&S Recruitment Notice

Courses & Seminars Limited

Position:	Legal Intern 2020
Job category:	Continuing Professional Training Provider / Business Support
Job type:	Part-time
Areas of Focus:	Compliance, Regulatory, Corporate Finance, Asset Management and Risk Management
Job Description:	<ul style="list-style-type: none">• 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.• 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
Requirements:	<input checked="" type="checkbox"/> Students in their penultimate / final year or a recent graduate of a qualifying law degree <input checked="" type="checkbox"/> 2:1 (second class honors, division one)
Application procedures:	Send CV & Cover letter by email to CnsRecruitment@courses-seminars.com
Application deadline:	Friday 18 September 2020
Interview period:	Rolling
Selection process/criteria:	<input checked="" type="checkbox"/> Academic achievements <input checked="" type="checkbox"/> Case study / legal problem solving <input checked="" type="checkbox"/> 1 interview <input checked="" type="checkbox"/> Relevant work experience will be considered
Contact:	Yvonne Ho, Managing Director Email: yvonne@cim.com.hk



黃嘉錫律師事務所

JIMMIE K. S. WONG & PARTNERS Solicitors & Notaries

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Registered Foreign Lawyer

Chung Nga Hosanna Ho LL.B. (Hons) 英國註冊律師
Ip Ming (PRC) 中國註冊律師
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◆ Civil Celebrant of Marriages 香港婚姻證人

★ Notary Public 國際公證人

▼ China - Appointed Attesting Officer 中國委託公證人

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羅湖區荷崗東路 1002 號寶安廣場 B 座 2901 室
電話：(86) 139 1147 3528

Our Ref.: CMY/HKU/2020

Date: 2nd September 2020

Your Ref.:

✉ Please reply to : Ms. Lisa Chiu
(Tel.: 2523-4778 Fax: 2523-4178)

BY FAX (2559-5690, 2559-3543) & BY POST

Faculty of Law

The University of Hong Kong

10/F, Cheng Yu Tung Tower,

Centennial Campus,

The University of Hong Kong,

Pokfulam Road, Hong Kong.

Dear Sirs,

Re: Invitation for Application for Part-time Internship

We write to invite all students of your Faculty to apply for our Part-time Internship positions which is now open.

Since our establishment in 2001, our firm has been based in Hong Kong and is committed to providing quality and professional legal services. At present, we have four offices in Hong Kong, located in Central, Admiralty, Mong Kok and West Kowloon respectively. We are a law firm that provides diversified and leading legal services in Hong Kong with our business areas covering IPO, China Attesting Services, notarial services, corporate legal services, business legal services, work injury claims, traffic accident negligence claims, administration of estate, divorce, criminal litigation, immigration services, intellectual

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property protection and dispute resolutions, such as arbitration and mediation etc..

Training will be provided in wide range of areas including civil litigation, criminal litigation, IPO, commercial litigation, matrimonial litigation, commercial drafting, divorce & probate etc. Relevant information is as follows:-

1 Requirement

Good academic background;

Excellent communication and drafting skill in both written and spoken English and Chinese; and
Mature, well organized and willing to learn.

2 Salary

HK\$150/hour up (salary and actual working hours are open for negotiation during the interview)

3 Application Process

Please send your full curriculum vitae with expected salary via email addressed to our Principal Partner Ms. Lisa Chiu (lisachiu@jimmiewong.com). Personal data provided by applicants will be treated in strict confidence and used for recruitment purposes only.

Kindly circulate this message among your current students.

Yours sincerely,

JIMMIE K.S. WONG & PARTNERS

Lisa Chiu

Principal Partner

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