

**Michelle Tsoi, Solicitors**

Position: **Trainee Solicitor (1<sup>st</sup> or 2<sup>nd</sup> year)**

Job category: Law Firm – Trainee Solicitor

Job type: Full-time

Firm's practice areas: Civil Litigation and Criminal Litigation

Requirements:  Completed PCLL courses

Application procedures: Send CV and Cover letter by email to  
mt@michelletsoisolicitors.com

Application deadline: 16 October 2020

Interview period: 19 October 2020 - 30 October 2020

Selection process/criteria:  1 [panel] interview  
 Relevant work experience will be considered

Contact: Ms. Michelle Tsoi  
Tel: 3611 7179  
Email: mt@michelletsoisolicitors.com

**Job advertisement for recruitment of Legal Executive / Paralegal at Wan Yeung Hau & Co.**

Dear Mr. Hung,

We are a local law firm which has been established since 2020 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 caseload of the respective legal practice areas and several secretarial and clerical tasks. In return, we offer good remuneration and the support needed to allow such candidate to fulfil his or 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. The candidate who has 1-2 years relevant work experience and is familiar with the Chinese typing computer processing skill is well preferred.

All applications, which will be treated in strict confidence, should be made in writing with full curriculum vitae to Mr. Gawan Lo, the Recruitment Manager of Messrs. Wan Yeung Hau & Co., of Unit B, 13/F., Full Win Commercial Centre, Kowloon, Hong Kong or by e-mail to [office@smartlegal.com.hk](mailto:office@smartlegal.com.hk) and [gawanlo.legal2@gmail.com](mailto:gawanlo.legal2@gmail.com). Personal data collected will be used for recruitment purposes only.

Kindly assist us to proceed with the said recruitment at your Faculty 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.

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Best Regards,

Mr. Gawan Lo  
Consultant  
Wan Yeung Hau & Co., Solicitors

Address: 13/F., Unit B, Full Win Commercial Centre, 573 Nathan Road, Kowloon, Hong Kong.

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Website: [www.smartlegal.com.hk](http://www.smartlegal.com.hk)