

# 周啟邦律師事務所

## K. B. CHAU & CO.

SOLICITORS & NOTARIES  
AGENT FOR TRADEMARKS & PATENTS

www.kbchau.com.hk

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★ CHINA-APPOINTED ATTESTING  
OFFICER 中國委託公証人

\* NOTARY PUBLIC 國際公証律師

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### Foreign Lawyer

PAN CHUANPING (PRC)  
潘傳平律師(中國)  
2523 2133  
CHEN RUOSI (PRC)  
陳若思律師(中國)  
2523 2133

OUR REF:

DATE:

YOUR REF:

### Law Firm Recruitment Notice

#### K. B. CHAU & CO.

Position:

Trainee Solicitor [2021]

Job category:

Law Firm – Trainee Solicitor

Job type:

Full-time

Firm's practice areas:

Corporate commercial, Conveyancing, General Litigation

Requirements:

[\*Please add/delete as appropriate:]

☐ 2:1 (second class honors, division one)

✓Completed PCLL courses

✓To start in 2021 after completion of PCLL program

Application procedures:

Send CV/Cover letter by email to [office@kbchau.com.hk](mailto:office@kbchau.com.hk)

Application deadline:

15<sup>th</sup> December, 2020.

Interview period:

5<sup>th</sup> January, 2021 to 15<sup>th</sup> January, 2021.

Selection process/criteria:

[\*Please add/delete as appropriate:]

☐ Academic achievements

✓Aptitude test

☐ Case study / legal problem solving

☐ Language proficiency test (in written and spoken English, written Chinese and spoken Chinese (both Putonghua and Cantonese))

✓1 [panel] interview

☐ Relevant work experience will be considered

☐ [Other assessment]

Contact:

Ms Fiona Chow – Financial Controller

Tel:25232133

Email: [fiona@kbchau.com.hk](mailto:fiona@kbchau.com.hk)

## **Law Firm Recruitment Notice**

### **[Stevenson, Wong & Co.]**

Position:	<b>Trainee Solicitor [2021]</b>
Job category:	Stevenson, Wong & Co. – [Trainee Solicitor 2021]
Job type:	[Full-time]
Firm's practice areas:	[Banking & Finance   Competition Law   Corporate commercial, Corporate Service   Corporate Finance   Employment Law   Immigration   Intellectual Property   Investment Funds   Litigation & Disputes Resolution   Real Estate   Regulatory Enforcement & Compliance   SW Private-Private Client, Private Wealth & Trustee   Technology, Media & Telecommunications]
Requirements:	<p>[*Please add/delete as appropriate:]</p> <ul style="list-style-type: none"><li>✓ 2:1 (second class honors, division one)</li><li><input type="checkbox"/> Completed PCLL courses</li><li>✓ To start in [2021] after completion of PCLL program</li></ul>
Application procedures:	<p>[Send CV, Cover letter, Academic Transcripts and References (if any) by email to [recruit-ts@sw-hk.com]</p> <p>For those applicants who have previously applied for entry in 2021 Trainee Solicitor, it is not necessary to resubmit your application.]</p>
Application deadline:	[16 Nov 2020]
Interview period:	[17 Nov 2020] - [4 Dec 2020]
Selection process/criteria:	<p>[*Please add/delete as appropriate:]</p> <ul style="list-style-type: none"><li>✓ Academic achievements</li><li><input type="checkbox"/> Aptitude test</li><li><input type="checkbox"/> Case study / legal problem solving</li><li>✓ Language proficiency test (in written and spoken English, written Chinese and spoken Chinese (both Putonghua and Cantonese))</li><li>✓ 1 [panel] interview</li><li><input type="checkbox"/> Relevant work experience will be considered</li><li>✓ [Individual Interview]</li></ul>
Contact:	<p>[Ms. Julia Yeung] – [Marketing &amp; Communications Executive] Tel: [2533 2614] Email: [julia.yeung@sw-hk.com]</p>

## **Law Firm Recruitment Notice**

**[Y.C. Lee, Pang & Kwok]**

Position:	<b>Paralegal / Legal Secretary</b>
Job category:	Law Firm – Paralegal/ Legal Secretary
Job type:	Full-time
Firm's practice areas:	Litigation
Job description:	<ul style="list-style-type: none"><li>• Draft letters and legal documents under supervision of solicitors;</li><li>• Maintain good filing systems and accurate office diary;</li><li>• Conduct legal researches;</li><li>• Attend conference and/or court hearing with solicitors;</li><li>• Liaise with other firms and/or other entities; and</li><li>• Liaise with clients</li></ul>
Remunerations	Basic salary plus:- <ul style="list-style-type: none"><li>• Lunch allowance</li><li>• Medical benefits</li><li>• Bonus (discretionary)</li></ul>
Requirements:	<ul style="list-style-type: none"><li>• Bachelor of Laws (LLB) or Juris Doctor (JD) equivalent</li><li>• Part-time PCLL students are welcome</li></ul>
Application procedures:	Send CV, cover letter and academic transcript(s) by email to <a href="mailto:hk@ycleepak.com">hk@ycleepak.com</a>
Application deadline:	25 November 2020
Interview period:	From November to December 2020
Selection process/criteria:	<ul style="list-style-type: none"><li>• Academic achievements</li><li>• Interview</li><li>• Relevant work experience will be considered</li></ul>
Contact:	Mr. Louis Fok – Partner Tel: 2868 0800 Email: <a href="mailto:hk@ycleepak.com">hk@ycleepak.com</a>