

## Recruitment: Training Contract 2022

### Firm's Practice Areas

Diverse Practices, including matrimonial, conveyancing, personal insolvency, PI, civil and criminal litigation, will, trust and probate

### Requirements

After completion of PCLL program

### Selection Criteria

Academic achievements

Language proficiency test (Cantonese and Mandarin)

Determination

### Vacancies

4-6

### Application Procedures

Send CV with cover letter by email to [sharon@ytt.com.hk](mailto:sharon@ytt.com.hk)

### Contact

Sharon Chan – Recruiting Partner

Email: [sharon@ytt.com.hk](mailto:sharon@ytt.com.hk)

葉謝鄧律師行

## Sea Group (Shenzhen Office)

法务文书助理(英)

广东·深圳市

职位描述

### **职位职责**

- 为法务部门提供全面的文书工作和行政支持，如：文书用印、资质证照维护、邮件收发、跨区域文书收发等。
- 负责协助法务部门处理日常的合同归档及登记工作
- 必要时与其他部门或外部第三方联系沟通
- 接受法律顾问安排的其他相关工作

### **职位要求**

- 本科及以上学历，具有良好的英文水平者优先，有部门助理或秘书工作经验者优先
- 优秀的中英文口头和书面沟通技巧，如：邮件、文书撰写、英文资料翻译等
- 有保密意识，有良好的职业道德，谨慎细心
- 能够在快节奏的环境中高效管理大量的文书工作，有多任务并行处理的能力

Application: <https://app.mokahr.com/apply/shopee/2963#/job/c55badbc-8263-4c7b-a5d3-5e589b0ee9b0/apply?&isRecommendation=false>

About the company: <https://www.sea.com/home>



**LILY FENN & PARTNERS**  
Solicitors & Notaries

范家碧律師行

**38<sup>th</sup> ANNIVERSARY**  
*Lily Fenn's Legal Practice since 1984*

Your Ref:

Our Ref.: LF/AW/Office

Date: 6<sup>th</sup> January 2022

Please reply to: Lily Fenn / Allan Wong Direct Line: 25220918 / 36559717

**BY FAX (Fax No.2559 3543)**  
**and by Email (aughung8@hku.hk)**

Faculty of Law,  
The University of Hong Kong,  
10/F., Cheng Yu Tung Tower,  
Centennial Campus,  
Pokfulam Road,  
Hong Kong.

Dear Sirs,

**Re : Recruitment of Trainee Solicitors 2022**

Our law firm have two (2) vacancies for Trainee Solicitors 2022 and shall be pleased to receive applications for the position from P.C.L.L. students who have not yet signed up any traineeship contract. We shall be obliged if you would kindly circulate this invitation to your law students.

Applications, CVs and transcripts can be sent by post to our address at Office 1104, 11/F., Tower 1, Admiralty Centre, 18 Harcourt Road, Hong Kong for the attention of Dr. Lily Fenn or Mr. Allan Wong, or by email to [partners@lilyfennlawyers.com](mailto:partners@lilyfennlawyers.com).

Thank you for your kind attention.

Yours faithfully,

Lily Fenn & Partners

**PARTNERS 合夥人 :**

LILY K.D. FENN  
LL.D., M.A., LL.D. (Hon.)  
范家碧 律師

ALLAN C.M. WONG  
LL.B. (Hons)  
黃智明 律師

ELDEN C.C. LAI  
B.A. (LAW) (Hons)  
黎志超 律師

MONITA S.K. CHOW  
LL.D. (Hons)  
周淑琴 律師

THOMAS H.M. YEUNG  
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Notary Public,  
China Appointed Attesting Officer  
方浩然 律師

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PATRICK K.W. MAK  
麥家榮 律師

ZHAO ZHIPENG  
趙志鵬 律師

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何國威 律師

JOHNNY C.Y. WONG  
B.Sc. (Hons)  
王仲賢 律師

**FOREIGN LAWYERS 外國律師 :**

ERIC JEAN THOMAS (French)  
湯緞信 法國律師

MICHELE GIEBELMANN  
SALVONI (Italian)

HEINZ GIEBELMANN (German)

XU JIANGHUI KEVIN (PRC)  
許江輝 中國律師

*Associated Law Firms: VESPERA AVOCATS, Paris, France; DAC BEACHCROFT LLP, London, Manchester, U.K.; GIEBELMANN & SALVONI, Munich, Berlin, Brescia, Milan, Rome; MHP Law Firm, Shanghai, PRC; PATRICK MAK & TSE, Solicitors, Hong Kong; ANGELA HO & ASSOCIATES, Solicitors, Hong Kong.*

**3** Offices  
办公室



**PROPEL**  
**INTERNATIONAL GRADUATE**  
**PROGRAMME**  
律师招募超越计划

Jurisdictions  
法域 **2**

**1** KWM  
International  
Center  
金杜国际中心



***We are looking for graduates to kick start their career in the Greater Bay Area!***

If you have an LLB from a top PRC University and studying an overseas post graduate law degree, Propel Graduate Program is the opportunity for you.

Over the 2-year training program, you will gain exposure over two legal jurisdictions and work on cross-border matters, rotating through our Hong Kong and Southern China offices and gain your PRC lawyer license.

**Applications open now!**

- **Application Deadline:** 24 January 2022
- **2022 September Propel Graduate Intake:** 4-6
- For more information, please contact : [PropelRecruitment@kwm.com](mailto:PropelRecruitment@kwm.com)



KING & WOOD  
MALLESONS  
金杜律师事务所

**Hong Kong Vacation Clerkship Program 2022**

***We welcome law students in their penultimate year to apply to our 2022 clerkship program. Clerks on the program will be eligible for 2024 Hong Kong Training Contract consideration.***

**Applications open now!**

- **Application Deadline:** 24 January 2022
- **Summer Clerkships:** June and July 2022 **Intake:** 12-14 per month
- **Winter Clerkships:** December 2022 **Intake:** 10
- **2024 Training Contracts available:** 12

**Find out more about our clerkship program:**  
For further information, please email:  
[graduate.hkrecruitment@hk.kwm.com](mailto:graduate.hkrecruitment@hk.kwm.com)



## **Paralegal – Listing (Listing Enforcement)**

HKEX's Listing Division conducts the day-to-day administration of the Listing Rules as part of the Stock Exchange of Hong Kong's role as the front-line regulator of listed companies in Hong Kong. The Listing Enforcement Department is responsible for investigating possible breaches of the Listing Rules and thereafter issuing regulatory letters (such as warning letters) or, in relation to more serious matters, initiating and conducting disciplinary proceedings before the Listing (Disciplinary) Committee.

### **Job responsibilities**

The successful candidate is expected to:

- Provide operational and professional support in relation to the work of the Enforcement Department
- Coordinate the provision of assistance to other regulators and enforcement agencies by responding to their requests for information and/or documents
- Manage, maintain and operate reports and databases, including strategic/regular reporting, conducting conflict and compliance history checks
- Provide administrative support, including management and production of case documents
- Draft documents and correspondence
- Assist in delivering a wide range of legal and non-legal projects undertaken by the Department

### **Requirements**

- Bachelor's Degree in Law or a related discipline
- Prior experience as a paralegal at a law firm or comparable institution, and/or a background in litigation or regulatory matters will be an advantage
- Diligent, well-organised, attentive to detail
- Energetic and willing to learn
- Proficient in conducting research
- Good team player with good interpersonal and communication skills
- Proficient in MS Word, Excel, Outlook and PowerPoint
- Working knowledge of the Listing Rules and knowledge of the securities industry and its practices including securities laws and accounting practices is an advantage
- Good command of written and spoken English and Chinese. Proficiency in Putonghua is required

Interested parties should send their CVs to [violatang@HKEX.COM.HK](mailto:violatang@HKEX.COM.HK).

**Ernest Tang, Solicitors**

Position:	Trainee Solicitor
Job Category:	Law Firm – Trainee Solicitor
Job Type:	Full Time
Firm’s Practice Areas:	Chinese Attestation; Matrimonial; Bankruptcy; Probate and Administration; Civil Litigation; Criminal Litigation; Corporate Commercial
Requirements:	- 2:2 (second class honors, division two) or above; - Completed PCLL courses
Application Procedures:	Send CV/Cover letter by email to <a href="mailto:mhtc.kayng@gmail.com">mhtc.kayng@gmail.com</a>
Application Deadline:	End of June 2022
Interview Period:	Within 7 days after receipt of application
Selection process/criteria:	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))
Contact:	Kay Ng – Secretary Tel: 2599 2615 Email: <a href="mailto:mhtc.kayng@gmail.com">mhtc.kayng@gmail.com</a>