

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



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



CONYERS

Job Title	Paralegal
Location	Hong Kong
Department	Disputes and Restructuring
Date	16 November 2021

Paralegal

Conyers is a leading international law firm with a broad client base including FTSE 100 and Fortune 500 companies, international finance houses and asset managers. The firm advises on Bermuda, British Virgin Islands and Cayman Islands laws, from offices in those jurisdictions and in the key financial centres of Hong Kong, London and Singapore.

What Will You Do

- Provide all rounded legal support to our litigation lawyers in dispute resolutions matters
- Assist with due diligence and management of relevant documents
- Perform of legal research, drafting, proof-reading and document translation
- Liaise with third parties & clients where necessary
- Assist in ad-doc legal projects

What You'll Need

- Law degree holder
- Excellent verbal and written communication skills and able to translate legal documents from English to simplified Chinese and vice versa
- Resourceful research and document handling
- Ability to manage and prioritize multiple projects and tasks
- Self-motivated, High attention to detail, responsible and efficient

To apply, please send your CV to Jodie.lok@conyers.com. Closing date is 31 December 2021.

CHOW & CHOW SOLICITORS

周氏律師行

Room 701A, 7/F, Tower 1, Admiralty Centre,
18 Harcourt Road, Hong Kong
香港夏慤道 18 號海富中心第一座 7 字樓 701A 室
Tel.: (852)3705 3368 Fax: (852)3705 3968
E-mail: mailbox@chowchowsolicitors.com

Partners 合夥人：
Chow Sik Lun 周錫綸
Chow Shan Wu 周珊珊

9th December 2021

BY EMAIL : aughung8@hku.hk

Mr. Augustine Hung
Executive Officer
Faculty of Law
The University of Hong Kong
Pokfulam
Hong Kong

Dear Mr. Hung,

Re : Job Posting – Trainee Solicitor 2022

We are writing to invite PCLL students of the University of Hong Kong to apply for the post of Trainee Solicitor 2022 of our firm.

A recruitment notice containing details is herewith attached for your handling. We appreciate if you would arrange posting of the same on your recruitment webpage/intranet and other platforms available to your students.

Thank you very much for your arrangement, and please feel free to contact me at 37053368 for further information if needed.

Yours sincerely,



Teresa Chow
Partner
CHOW & CHOW SOLICITORS

Encl.

Recruitment

Details of Firm

Firm Name : CHOW & CHOW SOLICITORS
Address : Room 701A, Tower 1, Admiralty Centre, 18 Harcourt Road, Hong Kong

Details of Contact Person

Name : Miss Teresa Chow
Title : Partner
Telephone No. : 3705 3368 (Main), 3705 3830 (Direct)
Email : teresachow@chowchowsolicitors.com

Details of Job Vacancies

Target : PCLL students
Position : Trainee Solicitor 2022
Job Requirements : Good academic achievement
Good command of both English & Chinese and spoken Putonghua
Personal Qualities : Good analytical skills, able to work independently and hard-working

Application Procedure

Documents Required : Cover letter, CV, academic transcripts (including secondary education) and reference letters (if any)
Send to : Partner, CHOW & CHOW SOLICITORS
Method : Email to teresachow@chowchowsolicitors.com
Selection : Suitable/short-listed candidates will be invited for interview by phone

CHARLES CHU & KENNETH SIT

Solicitors

Unit 601, 6th Floor, Malaysia Building, No.50 Gloucester Road, Wanchai, Hong Kong

香港灣仔告士打道50號馬來西亞大廈6樓601室

Tel : (852) 2877 3283 Fax : (852) 2526 7545

薛朱
海嘉
華楨
律
師
行

Partners :

Chu Chia Chin Charles 朱嘉楨律師
LL.B. (Hons)
China-Appointed Attesting Officer

Hau Pak Sun 侯百燊律師
LL.B.(Hons)
Solicitor Advocate (Higher Rights Civil)

Consultant :

Eleanor W.L. Wong 黃惠玲律師
LL.B.(Hons)

Assistant Solicitors :

Lau Wai Leong Eddie 劉偉亮律師
B.B.A.(Law)(Hons), LL.B.(Hons)

Will Chan On Hang 陳安衡律師
B.Sc.(Hons), J.D.

Ma Hoi Yau 馬凱悠律師
LL.B.(Hons)

Our Ref.: C/CHU/OFFICE

Date : 24th November 2021

Your Ref.:

Department of Professional Legal Education
Faculty of Law
The University of Hong Kong
10/F, Cheng Yu Tung Tower,
Centennial Campus,
Pokfulam Road,
Hong Kong

Dear Sirs,

Re: One Trainee Solicitor Vacancy - Summer 2022

We are writing to invite current PCLL students and/or graduates to join us as trainee solicitor.

We are a boutique law firm established in 1989 with practice in dispute resolutions and commercial law. We offer exposures in a good variety of cases with proper supervision.

Candidates should have good academic credentials and a high standard of drafting and language skills. It has been our practice and preference to retain suitable trainee after admission. Candidates with keen interests in civil litigation practice will be preferred.

Interested candidates should forward a full resume to Mr. Charles Chu and Mr. P. S. Hau at the above address or email to charleschu@charleschu.hk and pschau@charleschu.hk with expected salary.

We shall be most obliged if you would bring this letter to the attention of the current year PCLL students and graduates of PCLL.

Thank you for your kind attention.

Yours faithfully,



Charles Chu & Kenneth Sit

Recruitment

Details of Firm

Firm Name	: Vincent T. K. Cheung, Yap & Co. 張葉司徒陳律師事務所
Address	: 23/F Office Tower, Convention Plaza, 1 Harbour Road, Wanchai, Hong Kong.
Company Website	: www.vtkcyc.com

Details of Contact Person

Name	: Ms. Josephine Fong
Title	: HR & Administration Manager
Tel No.	: 2532 2232 (HR) 2523 5022 (Main)
Email	: jfong@vtkcyc.com

Details of Job Vacancies

Position	: Trainee Solicitor 2022
Target Programme	: PCLL students
Job Posting Date	: 1 Nov 2021 – 28 Feb 2022
Job Requirements	: Good academic background. Good command of English & Chinese and conversational Putonghua
Personal Qualities	: Pleasant personality, hard-working, good analytical skills and good team player

Application Procedure

Documents Required	: Cover letter, CV, academic transcripts (including secondary education) and reference letters (if any)
Send to	: Recruiting Partner, Vincent T. K. Cheung, Yap & Co.
Method	: Email to hr@vtkcyc.com
Selection	: Suitable/short-listed candidates will be invited for interview by phone in Dec 2021 – Jan 2022

Law Firm Recruitment Notice

[Metcalf, Blainey & Burns LLP]

- Position: **Legal Assistant**
Job category: Law Firm – [Trainee Solicitor / Summer/Winter Internship]
- Job type: Full-time
- Firm's practice areas: Corporate commercial/ Real Estate/ Wills & Estate
- Requirements:
- graduated or will graduate soon from any HKU's law programs.
 - conditional upon the candidate obtaining legal status to work in Canada. The Employer will assist in obtaining such legal status.
- Responsibilities:
- provide secretarial support to lawyers and other legal staff in the company,
 - legal research,
 - preparing simple contracts, agreements of purchase and sale, wills, leases and other legal documents,
 - preparing, reading, reviewing, verifying, and routing correspondence, reports and legal documents,
 - drafting letters,
 - organizing meetings and scheduling couriers,
 - preparing retainer agreements; preparing invoices; preparing reports; tracking payments,
 - maintaining calendar by planning and scheduling conferences, teleconferences, observing deadlines; reminders for deadlines and schedules,
 - receiving clients; handling clients and other individuals by greeting them in person or on the telephone; answering or directing enquiries.
- Application procedures: Send CV and Cover letter by email to careers@mbb.ca
- Application deadline: NA

Interview period: [•] - [•]

Selection process/criteria: [*Please add/delete as appropriate:]

- Academic achievements
- Language proficiency test (in written and spoken English, written Chinese and spoken Chinese (both Putonghua and Cantonese))
- Relevant work experience will be considered

Contact: Natalie Loe, CFO
Canada 1-905-475-7676 ext 353
careers@mbb.ca