



## **Litigation Legal Secretary (Full-time)**

### **Company background**

Ince is a dynamic law firm, trusted by the world's most ambitious individuals and organisations.

Our practice has been covering Asia for over 40 years. We regularly represent international financial institutions, private companies, listed enterprises, insurance companies, insolvency practitioners, accounting firms, licensed persons, directors and senior officers of corporations, contractors, and high net worth individuals in any legal matters.

Our team includes lawyers qualified in HongKong, England & Wales, People's Republic of China, Singapore, the British Virgin Islands and Australia who not only have a deep understanding of the commercial law framework, but also the local culture and environment. Moreover, several of our partners are appointed by the Hong Kong government to assist the legislature by providing their unique insight and advice on the development of the legal system.

### **Position**

Litigation Legal Secretary

### **Job duties**

Key Responsibilities

- Drafting service letters and court documents, including order and consent summons
- Preparing court bundles
- Updating and maintaining both physical and electronic filing systems
- Handling incoming/outgoing telephone and email enquiries
- Scheduling meetings, keeping diaries and arranging appointments
- Photocopying and printing documents
- Drafting monthly invoices and narratives

Requirements

- At least 2-3 years litigation working experience in law firm
- Good interpersonal, communication and organisation skills
- Able to work independently, diligent, under pressure and as a good team player
- Be proactive and responsible
- Good command of written and spoken English and Chinese
- Good computer skills
- Immediate availability preferred

### **How to apply**

Interested candidates please send CV to [hrhongkong@incehk.com](mailto:hrhongkong@incehk.com).  
Suitable candidates will be invited for a written assessment and interview.

## II. TRAINEE SOLICITORS -- 2025 intake

People are the key to our success. We expect trainee solicitors to make valuable contributions to the firm in the years to come. Our application for traineeship 2025 opens from 1 May 2024 to 31 July 2024. If you sent your application prior to 1 May 2024, please send it again within the above period. We normally conduct written test and interview in June and July respectively (the "Relevant Months"). Please follow the guideline below:

1. Send your application by email to our Management Committee (email address: [recruit@gallantho.com](mailto:recruit@gallantho.com)). Please mark "**Trainee Solicitors - 2025 intake**" in the subject matter of the email. Application in hard copy is not accepted.

2. Include in your application the following:

- 2.1. A signed covering letter in PDF format;
- 2.2. Your curriculum vitae in Word format (PDF format is not accepted);
- 2.3. Scanned copy of all available school transcripts or certificates.

3. Please include the following information in your curriculum vitae, in the following order:

- 3.1. Full name in English and Chinese;
- 3.2. Email, telephone number, correspondence address, any unavailable period during the Relevant Months (please note that the firm's accommodation to your schedule is discretionary);
- 3.3. Names of all universities attended; names of programmes / degrees; examination results (including both GPA and the grade of each subject);
- 3.4. Names of all secondary and primary schools attended;
- 3.5. Full results of relevant public examinations (eg IB, GCE, GCSE, IGCSE, IAL, SAT, ACT, AP, DSE);
- 3.6. Extracurricular activities;
- 3.7. Work experience;
- 3.8. Other information.

4. Photograph is optional. If you wish to include one, please put it at the top right hand corner of the first page of the Word file. Do not send a separate jpg file.

Shirley  
10/F

# CHAN, WONG & YIP

## Solicitors

### 陳黃葉律師事務所

**Head Office 總行**10<sup>th</sup> Floor, Far East Consortium Building, 121 Des Voeux Road Central, Hong Kong

香港中環德輔道中121號遠東發展大廈10樓

TEL 電話: 3716 8686 FAX 傳真: 2544 3322

**Partners:**

Chan But Sui (陳拔萃) LL.B (Hons)

China Appointed Attesting Officer 中國委託公証人

Civil Celebrant of Marriages 婚姻監誓人

**Associate:**

Yu Pak San Percy (余柏榮) LL.B (Hons)

Lam Hin Chiu David (林顯昭) LL.B (Hons) LL.M

Our Ref : AC/Office/2024

Your Ref.: To be advised

Date: 9<sup>th</sup> July 2024

Please reply to our Head Office

**BY FAX (2559 5690) & 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 : Recruitment of Trainee Solicitors 2024

We are a firm of solicitors focusing on **conveyancing, commercial and civil litigation** practices. We are now inviting applications for the position of Trainee Solicitors commencing in 2024.

Potential candidates should possess:-

- Good academic credentials and legal research skills;
- High caliber, confidence and self-motivation; and
- Good command of written and spoken English and Chinese (proficiency in Putonghua will be an advantage).

Please send your covering letter addressed to the Senior Partner together with your CV stating your expected salary and earliest availability by email to [info@cwvy.com.hk](mailto:info@cwvy.com.hk).

All personal data collected will be used for recruitment purpose only.

Yours faithfully,

CHAN, WONG & YIP  
AC/ww





Christine M. Koo & Ip, Solicitors & Notaries LLP  
顧張文菊、葉成慶律師事務所 有限法律責任合夥

### **Trainee Solicitor 2024**

We, CHRISTINE M. KOO & IP, Solicitors & Notaries LLP, are a small-medium size law firm in Hong Kong, and has a broad range of practice. As part of the expansion, we are now recruiting a trainee solicitor. We are committed to providing trainee solicitors with variety, and a challenging yet rewarding and professional training programme.

Candidates should have:

- Strong academic background
- Good written and spoken English and Chinese language skills
- Good analytical and organizational skills
- Good interpersonal skills
- Commercial awareness

All applications will be treated in the strictest confidence. Personal data collected during recruitment is collected for that purpose only. Personal data of unsuccessful applicants will not be retained after the recruitment exercise.

Applications please send your Resume together with your expected salary to the Office Manager, Room 3507, 35th Floor, Tower 1, Lippo Centre, No. 89 Queensway, Hong Kong or e-mail to [carinawan@cmkoo.com.hk](mailto:carinawan@cmkoo.com.hk)

**Law Firm Recruitment Notice - Sample**

**[Shum Wong & Co., Solicitors]**

Position:	<b>Trainee Solicitor</b>
Job category:	Law Firm – [Trainee Solicitor]
Job type:	[Full-time]
Firm's practice areas:	[Corporate commercial]
Requirements:	<i>[*Please add/delete as appropriate:]</i> <input type="checkbox"/> 2:1 (second class honors, division one) <input checked="" type="checkbox"/> Completed PCLL courses <input type="checkbox"/> To start in [•] after completion of PCLL program
Application procedures:	<del>[Fill in online application at [•]]</del> / Send CV/Cover letter by email to [hr@shumwong.com.hk]
Application deadline:	[23-AUG-2024]
Interview period:	[01-AUG-2024] - [23-SEP-2024]
Selection process/criteria:	<i>[*Please add/delete as appropriate:]</i> <input checked="" type="checkbox"/> Academic achievements <input type="checkbox"/> Aptitude test <input type="checkbox"/> Case study / legal problem solving <input type="checkbox"/> Language proficiency test (in written and spoken English, written Chinese and spoken Chinese (both Putonghua and Cantonese)) <input checked="" type="checkbox"/> Interview <input checked="" type="checkbox"/> Relevant work experience will be considered <input type="checkbox"/> [Other assessment]
Contact:	hr@shumwong.com.hk