



We are a dynamic, expanding, forward-looking global law firm providing a broad range of quality legal services to local and international clients. Our firm is focusing primarily on corporate/commercial work, corporate finance and securities, mergers and acquisitions, banking and dispute resolution and arbitration.

We are currently looking for a junior paralegal with at least one year in handling IPO related tasks.

JOB DESCRIPTION

Job Summary:

Within the Corporate & Securities Team, you are required to:

1. Conduct legal research for Projects
2. Review and draft legal contracts
3. Follow-up with projects and clients (e.g: work on verifications, due diligence)
4. Assist in legal documents translation
5. Good career progression per outstanding candidate

The successful candidate will have:

1. Holder of Law Degree
2. 1 year IPO experiences required
3. Bilingual (Native in Mandarin preferred)
4. Must be a good team player
- 5.

What we offer

We strive to create a positive, stimulating and diverse work environment - one that is based on teamwork, learning, open communication and knowledge sharing.

We have initiatives in place that ensure that the firm's culture is welcoming and supportive. We offer exceptional training opportunities and support to fully develop your potential.

Successful applicants will be eligible for a comprehensive range of benefits including, but not limited to, free gym membership, an active social club and fabulous training opportunities.

Application Methods:

Please address you application to: Jennifer Ho, Human Resources Coordinator, Human Resources

Email: jennifer.ho@hk.kwm.com

Application Deadline: 20 October 2017