



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 paralegal with at least one year in handling IPO / M&A related tasks.

### **JOB DESCRIPTION**

#### **Job Summary:**

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

1. Conduct legal research for Projects
2. Translate and draft legal agreements
3. Assist in preparing verification notes and conducting due diligence investigations
4. Provide full spectrum legal support to Partners and Associates
5. Travel overseas required

#### **The successful candidate will have:**

1. Holder of Law Degree
2. At least 1 year IPO experience required
3. Native Mandarin preferred and strong in English
4. Outgoing person with good communication skills

#### **What we offer**

We offer attractive compensation package and benefits to the ideal candidate. Good career progression per outstanding candidate

#### **Application Method**

Please address you application to:

Jennifer Ho, Human Resources Coordinator, Human Resources

Email: [jennifer.ho@hk.kwm.com](mailto:jennifer.ho@hk.kwm.com)

Application Deadline: 15 February 2018