

## China Renaissance Securities (Hong Kong) Limited

We are a leading financial institution providing a range of financial services, including private placement advisory, M&A advisory, securities underwriting, sales & trading, and investment management. The group is dedicated to serving China's new economy entrepreneurs with one-stop financial solutions in Mainland China, Hong Kong, and the United States.

China Renaissance maintains offices in Beijing, Shanghai, Hong Kong, and New York, employing approximately 500 professionals. Since its establishment in 2004, China Renaissance has grown to become a top advisor and service provider to China's entrepreneurs and investors. As of December 2016, the group has completed more than 420 transactions with over USD 80 billion in total deal value.

To cope with business expansion, we invite high-calibre Legal & Compliance candidate to join us.

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### Intern for Legal & Compliance

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#### **Role and Responsibilities:**

- Assist in the reviewing of documentation such as legal documents and agreements.
- Conduct research and assist in the drafting of Compliance manuals, policies and procedures.
- Assist and support the team in handling core compliance, regulatory, legal, monitoring and surveillance related matters.
- Assist in providing Compliance related training to business groups
- Perform the tasks/projects assigned by the Legal and Compliance team members
- Providing administrative support to the Legal and Compliance team members.

#### **Job Requirements (Education and Experience):**

- Third year student in or recent graduate of different disciplines including law, accounting, finance or business, with a keen interest in investment banking and financial transactions, and/or legal and compliance related issues
- Excellent interpersonal language, and analytical skills
- Ability to multi-task, organize, prioritize and track of multiple agreements in various stages of negotiation
- Strong communication skills (written, verbal, presentation etc.) with the ability to adjust the communication style according to the audience

- Proficient in the use of MS office suite
- Ability to maintain high standards at all times and complete work within deadlines
- Diligent, committed and willing to learn

**Qualifications (Knowledge, Skills and Abilities):**

- Basic knowledge in the area of discipline(s)
- Ability to maintain confidentiality
- Some experience drafting contracts, particularly services contracts, would be a plus
- Thoroughness and attention to detail
- Ability to work independently as well as assist and support the team

This job description is intended to explain the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the personnel so classified.

Interested parties please apply with your CV & Cover Letter via email to [HRHK@chinarenaissance.com](mailto:HRHK@chinarenaissance.com).

Personal data collected will be kept in strict confidence and used for recruitment purpose only.