

# CONYERS

<b>Job Title</b>	Paralegal
<b>Location</b>	Hong Kong
<b>Department</b>	Corporate
<b>Date</b>	30 August 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 corporate lawyers in corporate finance matters
- Conduct legal research
- Drafting legal documents for lawyers e.g. due diligence report, resolutions and other compliance documents
- Perform KYC procedures

### What You'll Need

- Law degree holder with at least 1 to 2 years solid working experience in corporate practice with professional firms;
- Good language skills in English and Mandarin and able to translate legal documents from English to simplified Chinese and vice versa
- PRC bar qualification will be an added advantage
- Self-motivated, hardworking, responsible and efficient

**To apply, please send your CV to [CareersHK@conyers.com](mailto:CareersHK@conyers.com). Closing date is 31 December 2021.**