

CONYERS

Job Title	Paralegal
Location	Hong Kong
Department	Funds
Date	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 and funds lawyers in corporate finance matters and investment funds
- 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. Closing date is 31 December 2021.