

CONYERS

Job Title	Paralegal (Corporate)
Location	Singapore
Department	Corporate
Date	13 August 2021

Paralegal (Corporate)

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

Working alongside our corporate partners and counsel, you will advise and manage on transactions such as:

- Provide all rounded legal support to our corporate lawyers;
- Conduct legal research;
- Drafting documents for lawyers e.g. due diligence report, legal opinions, resolutions, and other compliance documents;
- Perform file opening, KYC and other administrative procedures and assisting with billing; and
- Any other legal support as assigned.

What You'll Need

- Minimum Diploma in Law with at least 2 – 3 years of relevant corporate experience in a law firm
- Be familiar with legal documentation and general corporate work
- Ability to work well in a small team
- Good communication skills
- Strong organisational and time-management skills
- Meticulous, proactive and be able to multi-task and prioritise

Detailed resumes with references, current and expected remuneration, may be submitted in complete confidence to: hrsg@conyersdill.com

Only shortlisted candidates will be notified for an interview.