

# CONYERS

Job Title	General Clerk
Location	Hong Kong
Department	CCS
Date	21 February 2023

**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.**

## **General Clerk**

We are currently seeking candidates to join our Corporate Services team for the position of General Clerk.

### **What Will You Do**

- Assisting the Corporate Services team in compliance checking and related filings
- Keeping a systematic filing system for the Corporate Services team
- Assisting in billings and follow up
- Other ad hoc duties assigned

### **What You'll Need**

- Around 1 year of experience working at a professional firm is preferred but fresh grad will also be considered
- Basic computer skills, proficiency in use of MS office and outlook, good Excel skills will be an advantage
- Enjoy team work and willing to learn
- Good interpersonal, communication skills and able to interpret information to clients

**To apply, please send your CV to [Jodie.lok@conyers.com](mailto:Jodie.lok@conyers.com).**