



**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.**

We are looking for an experienced Paralegal to join our corporate team based out of Hong Kong.

### **Key Job Accountabilities**

- Prepare legal documents such as due diligence reports, resolutions, and other compliance documents
- Provide comprehensive legal support to the team, including conducting legal research, analysis, reviewing documents, and managing matters in accordance with lawyers' instructions
- Liaise with internal and external clients
- Assist in ad-hoc assignments
- Perform other duties as may be assigned when necessary

### **Experience and Requirements**

- At least 2 years of paralegal/ legal assistant experience, candidates with experience working at a law firm will be preferred
- A university degree in law
- Excellent communication skills in Chinese (Mandarin) and English, both written and spoken
- Knowledge of legal search engines such as LexisNexis, and Westlaw
- Strong drafting and analytical skills
- Well organized and able to prioritize and work under tight schedule
- Enthusiastic and willing to learn
- Delivery focused with a commitment to quality of work

**To apply, please send your CV to [jodie.lok@conyers.com](mailto:jodie.lok@conyers.com). Closing date is 27 February 2026.**