

Ronald Tong & Co is a Hong Kong based law firm providing a full range of professional legal services to our clients. Our areas of practice include corporate finance and commercial, litigation, intellectual property, conveyancing, private clients and related services.

To support our business expansion, we cordially invite applications for the position of **Legal Assistant**.

Job Responsibilities

- Handle general secretarial and clerical duties
- Maintain and update filing systems in an organized and efficient manner
- Support timekeeping, billing and other administrative tasks
- Assist lawyers and team members with routine legal and office administration work
- Handle correspondence, scheduling and other ad hoc duties as assigned

Requirements

- Fresh law graduates are welcome to apply
- Good command of both spoken and written English and Chinese
- Proficient in Microsoft Word and Excel
- Responsible, self-motivated, well-organized and detail-minded
- Good communication and interpersonal skills
- Immediate availability is highly preferred

We Offer

We offer an attractive remuneration package and good career development opportunities to the right candidate. Interested parties please send your full resume, together with your current and expected salary to recruit@rtclaw.com.hk.

(Information collected will be treated with strict confidence and will be used for recruitment purposes only.)