

Law Firm Recruitment Notice

Chow & Cheung (周張律師事務所)

Solicitors & Notaries & GBA Lawyers (國際公證, 中國公証及大灣區法律服務)

Unit 301, 3/F, China Insurance Group Building, 141 Des Voeux Road

Central, HK

www.ccsn.hk

Position	Paralegal/Legal Officer (International & Greater China Desk)
Job commencement Date	As soon as possible
Firm's Practice Areas	Cross Border and International Legal Work, Civil & Commercial Non-Contentious and Contentious cases, Matrimonial, Intellectual Property, Probate, Notarial Work (PRC & Overseas)
Selection Criteria	• Academic achievements (JD/ LLB/ PCLL/BBA) • Language proficiency : Good written and spoken English, written and spoken Chinese (Putonghua and Simplified Chinese is required) Cantonese is optional • Good research and computer skills • Work attitude (important criteria): Hard-working, Responsible, Detail-minded, Strong problem solving skills, Humble, Team player • We welcome Mature Graduates
Job Duties	• Drafting legal documents (both in Chinese and English) and attend cross-border and international legal work, contentious and non-contentious legal work • Conduct legal research • Prepare legal documents • Meeting and attending correspondences with clients, counsel, government departments and authorities • Tasks as assigned by the firm, etc
Application Procedures	Send CV (with Earliest Availability & Expected Salary), Cover Letter, IELTS results (if any) by email to cac@ccsn.hk (Attn.: Recruitment Partner)