

Law Firm Recruitment Notice

DeHeng Law Offices (Hong Kong) LLP

Position:	Corporate Finance Paralegals
Job category:	Law Firm – Paralegal
Job type:	Litigation Paralegal
Firm's practice areas:	<p>DeHeng Law Offices (Hong Kong) LLP is the Hong Kong branch of DeHeng Law Offices.</p> <p>Headquartered in Beijing, DeHeng Law Offices is a leading full-service Chinese law firm with over 3000 professionals and a network of 39 branches in China, including Shanghai, Guangzhou and Shenzhen, and 7 overseas offices including the Hague, New York, Paris and Brussels. For over 25 years, Deheng Law Offices has been providing comprehensive legal services for local and international clients in the areas of capital markets, banking & finance, dispute resolution, mergers & acquisitions, cross-border investment & finance, construction & real estate, antitrust & competition, intellectual property and international trade. DeHeng Law Offices's accomplishments have been recognized by Chambers & Partners, Asian Legal Business, Legal 500 and other legal media outlets.</p> <p>DeHeng Law Offices (Hong Kong) LLP aims to combine legal professionals from the Mainland China and Hong Kong and provide high-quality and one-stop cross-border legal services to the Mainland China and international clients. Our main practice area includes IPOs, M&As, takeovers, equity and debt securities fundraising, SFC licensing, corporate compliance advisory as well as commercial, banking and insolvency litigation. Our firm provides a wide range of legal services to listed companies, investment banks and established corporations based in Hong Kong, Mainland China and overseas.</p>
Application procedures:	Please send us your resume with your latest and expected salary by email at careers@dehenglaw.com.hk
Application deadline:	30 June 2025
Interview period:	immediately available
Job description and	Provide practical support to a team of solicitors in our

responsibilities:

Litigation Department

- Assist in the provision of services to our clients, including drafting legal documents and basic correspondence under supervision
- Conduct legal research
- Assist in preparation for court proceedings and compilation of court bundles
- Court attendance, site inspections and out-of-office work may be required
- Proofreading, document review and indexing, and translation work
- Manage document filing and assist with billing processes

Selection process/criteria:

Minimum 2 years of law firm experience in handling litigation matters

Ability in drafting basic court documents and compiling court bundles

Good knowledge of litigation procedures and practice

Good file management and daily administration skills

Detail-minded, self-motivated, responsible and strong commitment in a teamwork environment

Good command of written and spoken English and Chinese (Putonghua and Cantonese)

Good knowledge in MS Word, Adobe PDF, Excel and Chinese Word processing

Holder of LLB / LLM / JD is an advantage

Contact:

Tel: 39163333

Email: dehengcareers@dehenglaw.com.hk