

ReedSmith Richards Butler LLP

禮德齊伯禮律師行有限法律責任合夥

Paralegal (Corporate)

Job Description

With over four decades in the region, Reed Smith Richards Butler LLP is one of the largest and most experienced law firms in Hong Kong. With about 100 fee earners enjoying deep relationships with Asian and international businesses, we provide market-leading advice on corporate, commercial disputes and arbitration, transportation and shipping, finance, property and employment law.

Responsibilities:

The successful candidate will work closely with partners and associates in the Corporate team to provide legal support to our clients, which includes but not limited to:

- Draft, review, and translate legal documents and business development materials.
- Conduct legal research.
- Organize and maintain firm's document records and database.
- Liaise with clients and other parties under supervision of team partners or associates.
- Other ad-hoc administrative tasks as assigned.

Requirements:

- Undergraduate law degree or above from a top tier university with strong academics.
- Excellent written and oral proficiency in English and Mandarin Chinese.
- 1-2 years of corporate finance and capital market transaction experience in a law firm setting.
- Recent PCLL graduates with strong academics who are immediately available are welcome to apply.
- Attention to detail, ability to multi-task and manage tight deadlines.
- Strong organizational skills and interpersonal communication skills.
- Ability to work independently while being able to contribute as part of a high-performing team.
- Ability to demonstrate sound and practical business and legal judgment.

The personal data collected in this application will be used by Reed Smith Richards Butler LLP to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, bonus payment, and benefits package to be discussed with you subject to selection for the position. Personal data on the application are regarded as mandatory for selection purposes. The personal data of unsuccessful applicants will be destroyed in 12 months after the completion of this new hire. Under the Personal Data (Privacy) Ordinance, you have right to request access to, and to request correction of, your personal data in relation to your application. If you wish to exercise these rights, please send your written request to Ms. Joey Leong at Joey.leong@reedsmith.com.