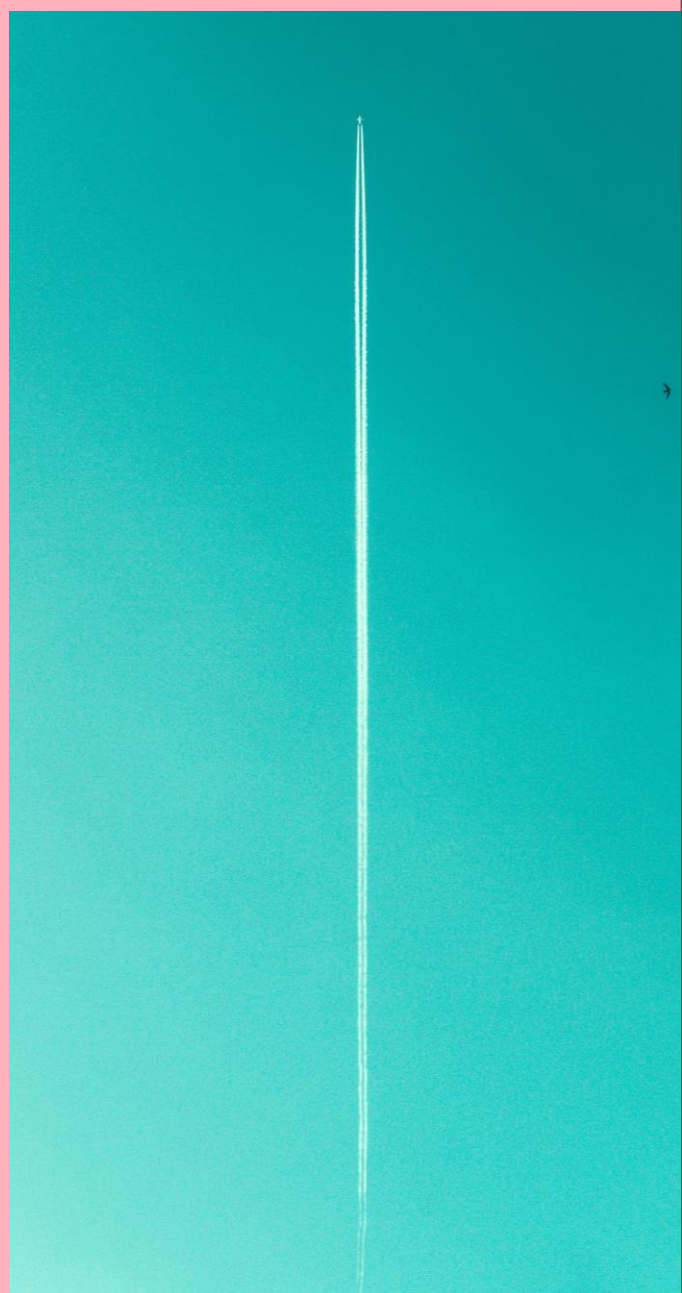


Bird & Bird

Paralegal Intellectual Property

Hong Kong



Paralegal

Intellectual Property

Reporting to: Partners of IP team

Role type: Full-time

ABOUT US

Bird & Bird is a highly respected global law firm. We have built our international reputation not only on exceptional legal expertise, but also on our ability to think beyond the details of law to meet our clients' needs. Since 2012 we have experienced significant growth to our practice in Asia and now have a team of 40 partners and over 130 lawyers and legal professionals and 100 support staff located across our regional network of offices in Hong Kong (1995), Beijing (2004), Shanghai (2008), Singapore (2009), Sydney (2014), Shenzhen (2023) and Tokyo (2024).

The firm offers excellent prospects for progression and our culture provides all our people with world-class support to achieve their ambitions and goals.

OUR PROMISE

Bird & Bird is committed to maintaining an inclusive working environment and we are an equal opportunities employer. We will actively support and supervise your professional development. For those with the necessary energy and ability, we will ensure that the firm is a first-class platform on which you can develop into an industry leader. We support an agile working environment and are happy to discuss flexible working. The role offers potentially significant career progression.

ROLE

This role will report to the partners primarily and work closely with the other paralegals and associates of the Intellectual Property (IP) department in Hong Kong, taking the responsibility of supporting the IP team with respect to day-to-day operations and projects. There will be career growth for outstanding performers.

DUTIES & RESPONSIBILITIES

- Working with a market-leading team in handling intellectual property application filing and prosecution matters
- Preparing and filing application forms and Powers of Attorney forms in Hong Kong, China and worldwide
- Preparing standard reporting letters and instructions to foreign agents
- Updating case information on a computerised case management system
- Reminding team members of upcoming deadlines
- Reviewing draft bills for approval
- Other ad hoc projects as assigned by partners/lawyers

SKILLS AND ATTRIBUTES

- Bachelor's degree in any field. Fresh graduates are welcome to apply.
- University degree in Electrical/Computer/Software Engineering (or other science or technology degrees) would be an advantage
- Excellent communication skills in both written and spoken English and Mandarin
- Hardworking, mature, strong sense of responsibility, ability to work independently, helpful and supportive with good team skills
- Possess a good sense of judgement, able to prioritise tasks, efficient and able to work under pressure
- Professional, meticulous and conscientious
- Team player, willing to learn and attention to details
- Strong PC skills, well-versed in Microsoft applications and Chinese word processing

Law Firm Recruitment Notice

[Bird & Bird]

Position:	Paralegal (Intellectual Property)
Job category:	Law Firm – Graduate position
Job type:	[Full-time]
Firm's practice areas:	Corporate/M&A Commercial Capital Markets Dispute Resolution Employment Intellectual Property Privacy & Data Management Private Equity & Venture Capital Real Estate
Requirements:	[*Please add/delete as appropriate:] <input type="checkbox"/> 2:1 (second class honors, division one)
Application procedures:	Send CV/Cover by email to hk.recruitment@twobirds.com
Application deadline:	31 March 2025
Interview period:	TBC
Selection process/criteria:	[*Please add/delete as appropriate:] <input type="checkbox"/> Academic achievements <input type="checkbox"/> Language proficiency (in written and spoken English, written Chinese and spoken Mandarin) <input type="checkbox"/> Interviews <input type="checkbox"/> Relevant work experience will be considered
Contact:	Ms. Rita Zheng [HR Assistant] Tel: 2248 6000 Email: hk.recruitment@twobirds.com



Thank you

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