

Law Firm Recruitment Notice - Sample

Deacons

Position:	Property Paralegal
Job category:	Law Firm
Job type:	[Full-time]
Firm's practice areas:	Commercial Litigation
Requirements:	<i>[*Please add/delete as appropriate:]</i> ☐ 2:1 (second class honors, division one) ☐ Completed PCLL courses ☐ To start in [•] after completion of PCLL program
Application procedures:	Send CV/Cover letter by email to hr@deacons.com
Application deadline:	Immediate until 31 Oct 2025 tentatively
Interview period:	Immediate openings
Selection process/criteria:	<i>[*Please add/delete as appropriate:]</i> ☐ Academic achievements ☐ Case study / legal problem solving ☐ Language proficiency test (in written and spoken English, written Chinese and spoken Chinese (both Putonghua and Cantonese)) ☐ 1 [panel] interview ☐ Relevant work experience will be considered
Contact:	Tracy Tsui – HR Executive Tel: 2825 9550 Email: tracy.tsui@deacons.com

Property Paralegal

Our well-established Property Department is diversified and our clientele includes major property developers, renowned local and international banking and financial institutions, private and listed companies. A career in our market leading Real Estate Practice will provide you with the opportunity to contribute high quality services to a wide spectrum of real estate matters for Hong Kong and international clients. Our team comprises highly professional and experienced real estate lawyers and conveyancing personnel.

Responsibilities

As a Paralegal, you will work as part of a team of lawyers and conveyancing personnel with extensive industry experience. Specific responsibilities include but are not limited to:

- Secondary market transactions
- First-hand project sales transactions
- Tenancy transactions
- PRC attestation work (中國公証)

Requirements

- LLB or LLM
- Good command of spoken and written English and Chinese
- Meticulous and conscientious, organised and self-motivated
- Applicants from mainland China who obtained a law degree in Hong Kong or knowledge of China attestation work would be an advantage