

Deacons

Position:	Commercial Litigation Paralegal
Job category:	Law Firm
Job type:	[Full-time] – we have 2+ vacancies
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 tracy.tsui@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

Commercial Litigation Paralegal

We are seeking a paralegal to join our Commercial Litigation Practice Group. The role is to provide legal support to lawyers within the practice group, including document drafting and review, legal research, preparation of court documents and bundles, drafting simple correspondence, liaising with clients and third parties, and translation work.

Requirements:

- Holder of a law degree (LLB) or a diploma in law/legal studies or equivalent, fresh graduates are also welcomed
- Experience in a law firm/the legal industry preferred
- Excellent command of English and Chinese (written and spoken). Proficiency in Putonghua would be an advantage
- Hard working, highly organised and enthusiastic
- Excellent written and verbal communication skills
- Analytical, with good attention to detail
- Ability to work efficiently and meet deadlines
- A team player, but able to work independently
- Computer literacy – well versed in MS Office, Word and Excel

Attractive salary and fringe benefits will be offered to the right candidate. Please visit www.deacons.com for more information about the firm.