

CONYERS

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| Job Title | Paralegal |
| Location | Hong Kong |
| Department | Litigation |
| Date | 6 November 2020 |

Paralegal

Conyers is a leading international law firm with a broad client base including FTSE 100 and Fortune 500 companies, international finance houses and asset managers. The firm advises on Bermuda, British Virgin Islands and Cayman Islands laws, from offices in those jurisdictions and in the key financial centres of Hong Kong, London and Singapore.

What Will You Do

- Provide all rounded legal support to our litigation lawyers in dispute resolutions matters
- Assist with due diligence and management of relevant documents
- Perform of legal research, drafting, proof-reading and document translation
- Liaise with third parties & clients where necessary
- Assist in ad-doc legal projects

What You'll Need

- Law degree holder with at least 2 years solid working experience in litigation practice with professional firms
- Excellent verbal and written communication skills and able to translate legal documents from English to simplified Chinese and vice versa
- Resourceful research and document handling
- Ability to manage and prioritize multiple projects and tasks
- Self-motivated, High attention to detail, responsible and efficient

To apply, please send your CV to CareersHK@conyers.com. Closing date is 31 December 2020.