

Hui & Lam LLP

Job Description & Specification

1. Job Title

Paralegal (A)

2. Location

Rooms 1804-7, 18/F, Wing On House, 71 Des Voeux Road Central, Hong Kong

3. Job Summary

* Responsible for supporting legal works in General Practice Department

4. Duties

- * Drafting and preparing statement
- * Drafting pleadings, including statement of claims, defenses, summonses application, affidavits, affirmations, letter of demand, etc.
- * Prepare court attendance list
- * Assist to follow up files
- * Drafting bill of costs & disbursement
- * Meeting with clients

5. Formal Education

* Diploma in Legal Studies or LLB graduate

6. Experience Required

* 0-1 year working experience

7. Special Training/Skills

- * Familiar with Law Ordinance
- * Familiar with the litigation procedures
- * Good command of written Chinese and English

8. Personality/Interest

- * Pleasant, hardworking & can work under pressure
- * Able to communicate with all levels of people

Hui & Lam LLP

Job Description & Specification

1. Job Title

Paralegal (B)

2. Location

Rooms 1804-7, 18/F, Wing On House, 71 Des Voeux Road Central, Hong Kong

3. Job Summary

* Responsible for supporting legal works in Commercial and/or Conveyancing Department

4. Duties

- * Handling conveyancing practice and procedures, registration and stamping works
- * Handling company secretarial files, including HK and offshore companies
- * Handling files of wills, probate & trust
- * Meeting with clients

9. Formal Education

* Diploma in Legal Studies or LLB graduate

10. Experience Required

* 0-1 year working experience

11. Special Training/Skills

- * Familiar with Law Ordinance
- * Knowledge in company secretarial works is preferable but not essential
- * Good command of written Chinese and English

12. Personality/Interest

- * Pleasant, hardworking & can work under pressure
- * Able to communicate with all levels of people