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
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