

## In-House Paralegal

- **Listed Global Consumer Good Company**
- **Excellent Career Advancement**
- **Circa HK\$420,000p.a.**

Our client is a leading global consumer group looking for a high-caliber candidate to join their HK team.

The incumbent will report to Head of Legal.

### **Responsibilities:**

- Drafting, reviewing of commercial contracts
- Drafting and preparation of corporate legal documents
- Translation of legal documents from Chinese to English and vice versa
- Providing full spectrum of paralegal support
- Setting up and maintaining a legal documentary system
- Conducting legal research and managing e-billing system

### **Requirements:**

- University graduate in Law, Business or relevant disciplines
- Minimum 3 years in-house Paralegal experience in commercial/corporate litigation
- Solid experience in drafting commercial contracts
- Strong interpersonal and problem solving skills with the ability to work under senior legal executives
- Fluency in both written and spoken English and Chinese

To apply, please forward your resume quoting job reference no GSI9990 to [andy.lin@gsiconsultants.com.hk](mailto:andy.lin@gsiconsultants.com.hk) or contact **Andy Lin** at +852 3755 5400. All applications will be treated with strict confidentiality. Only short-listed candidates will be notified.