



Job Title: Paralegal, Hong Kong
Reporting to: Aerospace Partner
Department: Aerospace
Job Location: Hong Kong
Contract Type: Permanent

The Firm

HFW is a sector focused global law firm. We have over 600 lawyers working across the Americas, Europe, the Middle East and Asia-Pacific. We take a progressive and innovative approach to our roles in commercial business – thinking creatively and pragmatically to support our clients.

Whether we are solving complex issues within the construction, aviation or shipping industries, or providing advice across insurance, commodities and energy we are specialist lawyers here to add value to our clients. We think about the commercial solution first, and then underpin our advice with a solid foundation of legal expertise.

HFW Hong Kong

HFW was one of the first international law firms to open an office in Hong Kong, and we have now been serving clients in the region for over 40 years. We have a team of more than 70 lawyers providing specialist advice on a wide range of contentious and transactional matters, including across HFW's core sectors: aerospace, commodities, construction, energy, insurance and shipping.

Our Hong Kong team works seamlessly with our offices in Shanghai and throughout the Asia region to provide expert advice that combines decades of local insight with our truly global capabilities and experience. Our disputes practice is a market leader for high value, multi-party and multi-jurisdictional litigation and international arbitration – we are one of the most active law firms in the Hong Kong High Court and the HKIAC. Our transactional practice in Hong Kong was recently boosted by the arrival of a top corporate finance team, who handle equity and debt capital markets, M&A, funds, and other complex corporate and commercial matters.

The Role

We are looking for a diligent and meticulous Paralegal to join the growing Aerospace Practice in its Hong Kong office.

Key Responsibilities

The duties will include, without limitation:

- provision of full legal and administration support to lawyers in the team
- conducting legal research
- drafting and preparing legal documents
- general document / file management
- assisting other team members in the management of cases
- assisting with translations of documents (English to Simplified Chinese, and vice-versa)
- managing payment of client bills and related funding

The Person – Key skills and experience required

- A law degree from a reputable university in China or Hong Kong
- One to two years relevant working experience in a law firm
- Good command of English and Mandarin (both written and verbal)
- Drafting and research skills
- Ability to work under pressure and handle concurrent tasks
- A team player with good communication skills
- Immediately available will be an advantage

Additional Information

Kindly note that this job description is not contractual. It will be reviewed periodically and may be amended or altered to meet the needs of the firm.

HFW aims to ensure equality of opportunity, and we are actively working towards improving the diversity of our staff. All applications will be considered only on merit and the applicant's suitability to meet the requirements of the role.

HFW collects and processes personal data relating to job applicants to manage its recruitment process. The firm is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For information on how the firm will process your data, please see our Privacy Notice on our website (www.hfw.com/Privacy-Notice), in the section "What we collect and how we use it".

November 2023