



THE

LAW SOCIETY
OF HONG KONG

香港律師會

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12 JUNE 2025

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12 June 2025

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THE LAW SOCIETY OF HONG KONG

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LS01) THE LAW SOCIETY OF HONG KONG - ASSISTANT DIRECTOR (Ref: AD)



ASSISTANT DIRECTOR **(Ref: AD)**

The Law Society of Hong Kong invites applications from high-calibre candidates for the position of Assistant Director. The appointee will have overall responsibilities of leading a small team to organise events and activities as well as to devise strategic and operational plans to promote the image of the Law Society.

Job Duties:

- Organise events, exhibitions, visits and functions for members of the Law Society and for the public;
- Plan and execute the Law Society's strategies and activities;
- Plan and manage contracts and activities that are contracted out;
- Draft communications write-ups such as executive speeches, advertorials and feature articles;
- Oversee Law Society's publications, websites and digital media channels;
- Engage stakeholders, counterpart organisations as well as trade and industry associations to ensure corporate image and messages are presented effectively and properly;
- Provide strategic and implementation advice on media issues where necessary;
- Act as Secretaries to relevant committees and working groups (e.g., prepare meeting papers and minutes); and
- Perform any other duties as directed.

Requirements:

- A recognized university degree in mass communications, journalism, language or a related discipline;
- A minimum of 5 years of solid managerial experience in public relations, marketing and event management;
- Profound knowledge of multi-stakeholder communications, with excellent communication and interpersonal skills and the ability to work independently under tight deadlines;
- Excellent planning, organisation, and management skills;
- Proactive, result-oriented, creative and highly self-motivated;
- A team player who can work with colleagues, members and stakeholders; and
- Excellent command of written and spoken English and Chinese.

Interested parties please send your full curriculum vitae stating the reference number, current and expected salary to the **Assistant Director, Administration and Human Resources, The Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road, Central, Hong Kong.**, or via email to recruit@hklawsoc.org.hk. Please mark "Private and Confidential" on the envelope.

Personal data provided by job applicants will be used strictly in accordance with the Law Society's personal data policies as set out in the Personal Information Collection Statement. A copy of the Statement can be obtained from Assistant Director, Administration & Human Resources by calling 2846 0500. Applicants not invited for interview within 6 weeks may consider their applications unsuccessful.

THE LAW SOCIETY OF HONG KONG

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LS02) THE LAW SOCIETY OF HONG KONG - ASSISTANT DIRECTOR, PRACTITIONERS AFFAIRS
(Ref: ADPA)



ASSISTANT DIRECTOR, PRACTITIONERS AFFAIRS **(Ref: ADPA)**

We are looking for an enthusiastic, motivated and experienced person to fill the post of Assistant Director in the Practitioners Affairs Department.

The Assistant Director assists and attends upon various specialist committees of the Law Society to review legislative proposals, conduct researches, and prepare reports and submissions. The Assistant Director works with experienced practitioners to consider and to discuss a wide range of challenging and interesting legal issues. He or she would also have to liaise with various external bodies such as the Administration, the Judiciary and the Legislature.

The applicant must be able to demonstrate :

- extensive experience of law practice in Hong Kong, including conveyancing practice and procedure. Experience in project conveyancing is an advantage.
- knowledge and understanding of legislative process and policy formulation.
- strong communication and analytical skills.
- excellent standard of written and spoken English and Chinese.

As a guide the applicant should have not less than 5 years post qualification experience. Research experience is preferred.

Interested parties please send your full curriculum vitae stating the reference number, current and expected salary to the **Assistant Director, Administration and Human Resources, The Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.**, or via email to recruit@hklawsoc.org.hk. Please mark “Private & Confidential” on the envelope.

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LS03) THE LAW SOCIETY OF HONG KONG - ASSISTANT DIRECTOR, PRACTITIONERS AFFAIRS
(Ref: ADPA/GC)



ASSISTANT DIRECTOR, PRACTITIONERS AFFAIRS **(Ref: ADPA/GC)**

We are looking for an enthusiastic, motivated and experienced practitioner to fill the post of Assistant Director.

The Assistant Director works with experienced practitioners to consider and to discuss a wide range of challenging and interesting legal issues, focusing on legal affairs related to Mainland China. He or she would also have to liaise with various external bodies.

The applicant must be able to demonstrate:

- extensive experience of law practice in Hong Kong. GBA Lawyer is an advantage.
- understanding of policy formulation
- strong communication and analytical skills
- excellent command of written and spoken English and Chinese.

As a guide the applicant should have not less than 5 years post qualification experience. Research experience is preferred.

Interested parties please send your full curriculum vitae stating the reference number, current and expected salary to the **Assistant Director, Administration and Human Resources, The Law Society of Hong Kong, 3/F, Wing On House, 71 Des Voeux Road Central, Hong Kong.**, or via email to recruit@hklawsoc.org.hk. Please mark “Private & Confidential” on the envelope.

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01) DEHENG LAW OFFICES (HONG KONG) LLP - TRAINEE SOLICITOR (LITIGATION) / PARALEGAL (LITIGATION)



德恒律師事務所(香港)有限法律責任合夥
DeHeng Law Offices (Hong Kong) LLP

Trainee Solicitor (Litigation)

- Strong academic credentials with excellent drafting and communication skills
- Strong analytical, problem-solving and legal research skills
- Meticulous, well-organised, self-motivated, diligent, eager to learn, good team player and strong sense of responsibility
- Good command of written and spoken English and Chinese (Putonghua and Cantonese)
- Second year trainee will also be considered

Paralegal (Litigation)

- Minimum 2 years of law firm experience in handling litigation matters
- Ability in drafting basic court documents and compiling court bundles
- Good knowledge of litigation procedures and practice
- Good file management and daily administration skills
- Detail-minded, self-motivated, responsible and strong commitment in a teamwork environment
- Good command of written and spoken English and Chinese (Putonghua and Cantonese)
- Good knowledge in MS Word, Adobe PDF, Excel and Chinese Word processing
- Holder of LLB / LLM / JD is an advantage

Interested candidates, please send us your resume with your latest and expected salary and date of availability by email at dehengcareers@dehenglaw.com.hk.
All information collected will be kept confidential for recruitment related purpose only.

02) ELLEN AU & CO. - ASSISTANT SOLICITOR, TRAINEE & CONSULTANT

區殿霞律師行
ELLEN AU & CO.

We invite applications for the following posts:

1) ASSISTANT SOLICITOR (General practice excluding conveyancing works)

(Partnership opportunity for the right candidate)

- **NEWLY ADMITTED** to 3-year PQE in personal injury, civil & criminal litigation, probate, divorce, bail application works - Good academic credential with a good command of both written & spoken English & Chinese- Ability to work independently or with minimum supervision & to perform under pressures

2) TRAINEE SOLICITOR (General practice including conveyancing works)

- Good academic credential with a good command of both written & spoken English & Chinese -----transfer considered

3) LEGAL CONSULTANT – friendly, experienced & supportive team on negotiable terms.

REWARDING remuneration package will be offered. Please apply with full resume

AND expected salary to email: ellen.au@ealaw.com.hk

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03) JIA YUAN LAW OFFICE - CORPORATE ASSOCIATES & LEGAL SECRETARY



We are looking for talented corporate associates and paralegals to join our expanding Hong Kong office. You will be supporting the counsels and partners on a broad range of corporate finance matters.

CORPORATE ASSOCIATES (3+ PQE/ 5+ PQE)

Main duties and responsibilities

- Managing (with appropriate supervision) different workstreams of IPO transactions
- Advising on general compliance matters under Hong Kong Listing Rules, the Securities and Future Ordinance, the Code on Takeovers and Mergers and other regulatory requirements

Skills and experience required

- Qualified lawyers preferably trained with international or large local law firm
- Solid working knowledge in IPO projects and experience in listed companies' compliance matters
- Able to work independently and have good legal drafting, negotiation, presentation and analytical skills
- Excellent communication skills in both written and spoken English and Chinese (fluency in Mandarin is a must)

企业律师 (3+ PQE/ 5+ PQE)

主要职责

- 管理（在适当的监督下）IPO 交易的不同工作流程
- 准备上市申请文件并回应监管机构的意见
- 就交易事宜、香港上市规则的影响提供咨询并起草交易文件
- 就香港上市规则、《证券及期货条例》、《公司收购与合并守则》及其他监管要求下的一般合规事宜提供咨询

所需技能和经验

- 具有 3+ PQE 的合格律师，最好受过国际或大型本地律师事务所的培训
- 具有代表发行人和/或保荐人/承销商处理 IPO 项目的扎实工作知识以及上市公司合规事务方面的经验
- 能够独立工作，具有良好的法律起草、谈判、陈述和分析能力
- 优秀的中英文书面和口语沟通能力（流利的普通话是必须的）

LEGAL SECRETARY

- Responsible for providing secretarial services and administrative assistance to a small team of Hong Kong dispute resolution lawyers;
- Require solid experience in assisting lawyers in a Hong Kong litigation practice and preferably also in an arbitration practice – this includes (without limitation to) having solid experience in drafting simple correspondence or other court documents, and preparing hearing/document bundles;
- Ideally (but not required) the candidate would have experience in setting up a new litigation/disputes team;
- Require good command of spoken and written English and Chinese (including Putonghua), with proficiency in Microsoft Word and Chinese word processing;
- Other responsibilities include (without limitation to) issuing bills, internal document filing (both hard and soft copies), booking flights and hotels for business trips, scheduling meeting/hearing appointments, receiving and making telephone calls, and other ad hoc administrative duties as assigned;
- Preferably holding a Degree / Associate Degree;
- Meticulous organization skills, and a proactive problem-solving attitude, are a plus.

法律秘书

- 负责为香港争议解决律师小组提供秘书服务及行政协助;
- 需要具有在香港诉讼实务中协助律师工作的丰富经验，并且最好也具备仲裁实务的经验——包括（但不限于）起草简单的通信文件或其他法庭文件，以及准备听证或文件资料包;
- 理想情况下（非必需），候选人若具备建立新诉讼/争议团队的经验将更受青睐;
- 需要具有良好的英语与中文（包括普通话）的口语及书写能力，并且熟练运用 Microsoft Word 及中文文字处理工具;
- 包括（但不限于）开立账单、进行内部文件归档（纸本及电子档案）、为商务差旅预订航班及酒店、安排会议或听证时间、接听及拨打电话，以及其他临时指派的行政任务;
- 持有学士或副学士学位者优先考虑;
- 具备细心的组织能力及积极主动的解决问题态度将是加分项。

Interested candidates please apply with full resume with expected salary to the recruiting partner by email at admin@jiayuanlaw.com.hk. All applications will be treated in strict confidence. Personal data collected will be used for our recruitment purpose only.

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04) LI & PARTNERS - SENIOR FAMILY OFFICE & TRUST LAWYERS / SENIOR DISPUTE RESOLUTION LAWYERS / SENIOR PROJECT FINANCE LAWYERS / PERSONAL INJURY LAWYERS



LI & PARTNERS

李偉斌律師行

We are an established large local international law firm with offices in the PRC and overseas. We are a full-service law firm and offer a wide range of cross-border and local legal services. Our international clientele includes listed companies, state-owned enterprises, multinational corporations, and major banking and financial institutions. Our supportive and motivating environment enables our lawyers to grow and prosper professionally. We provide valuable development opportunities to our lawyers at all stages of their careers, to enable our lawyers to achieve their full potential. For our continuing expansion, we are offering unique opportunities to the right individuals and/or teams to join one or more of our following practice groups:

SENIOR FAMILY OFFICE & TRUST LAWYERS
SENIOR DISPUTE RESOLUTION LAWYERS
SENIOR PROJECT FINANCE LAWYERS
PERSONAL INJURY LAWYERS (3-5 YEARS' PQE)

If you are interested in the above opportunities, please send your full *curriculum vitae* to the HR Department, Li & Partners, 22/F, World-Wide House, Central, Hong Kong or via email to info@li-partners.com. We also welcome direct applications for non-advertised posts.

Personal data collected will be used for recruitment only and will be treated in strict confidence.

05) HUI DOE & SUM LAW FIRM LLP, IN ASSOCIATION WITH YINGKE (HONG KONG) LAW FIRM

Firm: Hui Doe & Sum Law Firm LLP, in Association with YingKe (Hong Kong) Law Firm

Position: Solicitor (Junior/Senior)

Responsibilities: Responsible for handling legal matters related to Hong Kong company law, financial derivatives, and virtual assets. Tasks include drafting legal documents, conducting compliance reviews, and representing clients in litigation/arbitration cases.

Qualifications & Credentials: The candidate must be a solicitor admitted to practise in Hong Kong. Practical experience or in-depth understanding of Hong Kong's virtual asset regulatory framework (e.g., VASP licensing regime, AML requirements) is preferred. Experience with SFC license applications and crypto compliance is a strong advantage. Proficiency in handling bilingual legal documents and communicate effectively with clients and regulatory administration.

Compensation and Application: Negotiable (base salary + performance-based incentives). Please email your application materials to: hewenxuan@yingkelawyer.com

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06) SECURITIES AND FUTURES COMMISSION - SENIOR MANAGER - ENFORCEMENT (INVESTIGATION - INTERMEDIARY MISCONDUCT TEAM)



The Securities and Futures Commission (SFC) is the independent statutory body regulating the securities and futures markets in Hong Kong. We are committed to protecting the integrity and soundness of the market for the benefit of investors and the industry.

Working for a globally respected regulator provides unique opportunities to serve the public and advance Hong Kong's position as an international financial centre. Join us to achieve greater things in your career.

Senior Manager - Enforcement (Investigation - Intermediary Misconduct Team)
(Ref: LSYP/SM/ENF/INVIMT/250530)

Duties & Responsibilities:

We are now seeking an eligible candidate to fill the role of Senior Manager within the investigation function of the Intermediary Misconduct Team in the Enforcement Division.

You will manage a portfolio of complex investigations and lead a team of investigators focusing on a specialised area of activity. Your main responsibilities will include conducting investigations into misconduct by licensed entities and registered institutions, as well as criminal offences related to unlicensed activities, virtual assets (VA), offers of investments and investment fraud. You will gather and analyse evidence, make recommendations regarding potential breaches of the Securities and Futures Ordinance and Anti-Money Laundering and Counter-Terrorist Financing Ordinance, as well as other instances of misconduct by regulated persons. You will also work closely with legal professionals within the SFC to prepare cases for criminal, civil or disciplinary proceedings.

You are expected to identify relevant regulatory options, develop and implement strategic plans to ensure effective enforcement outcomes of cases handled by your team.

Requirements:

Ideal candidates should possess a university degree, with at least 8 years of solid experience in law enforcement, dispute resolution, litigation, or forensic accounting. You should have strong leadership and investigation skills grounded in experience and sound knowledge of the operations of the securities and futures markets, financial services industry, and VA-related activities. Excellent command of written and spoken English and Chinese, as well as the ability to communicate effectively and appreciate evidence, is essential. Fluency in Mandarin is an added advantage.

Please quote the reference and apply by **18 June 2025** with details of qualifications, previous experience, current and expected salary to:

Recruitment Manager
Securities & Futures Commission
54/F, One Island East, 18 Westlands Road,
Quarry Bay, Hong Kong
(E-mail address: enf_recruit@sfc.hk)

All applications will be handled in strict confidence by authorised personnel and will only be used for recruitment related purposes. Applicants who do not hear from us within six months from the application deadline may consider their applications as unsuccessful. All information on unsuccessful candidates will be destroyed after six months.

We are an EQUAL OPPORTUNITY EMPLOYER.

THE LAW SOCIETY OF HONG KONG

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07) CHAN, TANG & KWOK - TRAINEE SOLICITOR



Our firm specialises in worldwide intellectual property right protection and enforcement, cross-border enforcement of mainland judgments and arbitration awards in Hong Kong and litigation support, cross-border probate and other related legal services. We invite applications for the following post:-

TRAINEE SOLICITOR

Our requirements are as follows:-

- Strong academic qualifications and good work attitude
- Good command in both written and spoken English and Chinese (Cantonese and Putonghua)
- Well-organised, self-motivated, good communication and interpersonal skills
- Second year trainee will also be considered

Please apply with full resume by email to info@ctk-law.com.hk. All applications will be treated in strict confidence. Personal data collected will be used for recruitment purpose only.

08) COLLIN NG & CO., SOLICITORS - CONSULTANT

COLLIN NG & CO., SOLICITORS is looking for the following positions
Please contact Wilson Chan by 3575 8982 or email to wilson.chan@coyullp.com

(CONSULTANT)

1. China – Appointed Attesting Officer ; and
2. At least 10 year's post qualification's experience.

09) JIA YUAN LAW OFFICE - TRAINEE SOLICITOR



We are looking for talented corporate associates and paralegals to join our expanding Hong Kong office. You will be supporting the counsels and partners on a broad range of corporate finance matters.

Trainee Solicitor

- Good academic records;
- Strong sense of responsibility, Self-motivated; attention to detail and good team player; and
- Good command of both spoken and written English and Chinese, fluency in Putonghua is an advantage;
- Keen interest in commercial and corporate finance transactions, particularly in IPO, M & A, equity & debt financial and Listing Rules compliance matters.

实习律师

职位要求：

- 良好的学术成绩
- 具高度责任感、自我激励、注重细节，并具备良好的团队合作精神
- 良好的中英文书写及口语能力，能操流利普通话者优先
- 对商业及企业融资交易具有浓厚兴趣，领域包括首次公开招股（IPO）、并购（M&A）、股权及债务融资、上市规则合规事宜

Interested candidates please apply with full resume with expected salary to the recruiting partner by email at admin@jiayuanlaw.com.hk. All applications will be treated in strict confidence. Personal data collected will be used for our recruitment purpose only.

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10) JIA YUAN LAW OFFICE - CORPORATE ASSOCIATES & CORPORATE PARALEGALS & INTERN



嘉源律师事务所
JIA YUAN LAW OFFICE

We are looking for talented corporate associates and paralegals to join our expanding Hong Kong office. You will be supporting the counsels and partners on a broad range of corporate finance matters.

资本市场律师

工作内容：

- 协助香港 IPO 涉及的各项工 作，包括但不限于进行法律尽职调查、验证/起草招股说明书以及参与交割；
- 协助上市公司和私营公司的合规工作；
- 协助起草一般信函以及法律和交易文件；
- 进行尽职调查和法律研究；
- 协助临时任务。

任职要求：

- 香港职业律师；
- 优秀的中英文书面和口语沟通能力；流利的普通话是必须的；和
- 高度关注细节，能够管理多个优先事项并跟踪具体情况。

CORPORATE ASSOCIATES

Main duties and responsibilities:

- Assisting in various tasks in Hong Kong IPOs, including but not limited to conducting legal due diligence, verification/ drafting of prospectus and attending to closing;
- .Assisting in compliance work for public and private companies;
- Conducting due diligence investigation and legal research.

Skills and experience required:

- Hong Kong qualified lawyer;
- Excellent communication skills in both written and spoken English and Chinese; fluency in Mandarin is a must;
- Strong attention to detail with the ability to manage multiple priorities and track details.

资本市场律师助理

工作内容：

- 协助香港 IPO 涉及的各项工 作，包括但不限于进行法律尽职调查、验证/起草招股说明书以及参与交割；
- 协助上市公司和私营公司的合规工作；
- 协助起草一般信函以及法律和交易文件；
- 进行尽职调查和法律研究；
- 协助临时任务。

任职要求：

- 大学毕业生，拥有 2 年以上知名地区或国际律师事务所或专业律师事务所工作的经验优先考虑；
- 优秀的中英文书面和口语沟通能力；流利的普通话是必须的；和
- 关注细节，能够管理多个优先事项并跟踪具体情况。

CORPORATE PARALEGALS

Primary duties and responsibilities:

- Assisting in various tasks in Hong Kong IPOs, including but not limited to conducting legal due diligence, verification/ drafting of prospectus and attending to closing;
- .Assisting in compliance work for public and private companies;
- Conducting due diligence work and legal researches.

Skills and experience required:

- University graduate; those with 2+ years of experience from reputable regional or international law firm or professional firm will be considered first but not a must;
- Excellent communication skills in both written and spoken English and Chinese; in Mandarin is a must; and
- Strong attention to details with the ability to manage multiple priorities and track details.

实习生

业务领域：境外资本市场

工作内容：

- 参与各类资本市场项目；
- 参与尽职调查工作；
- 协助律师团队成员起草交易文件、管理项目文件进度、安排项目交割工作。
- 实习期间表现优异者有留用机会为实习律师

任职要求：

- 法律系在读学生，或即将就读 JD/LLM
- 踏实认真
- 成绩优异
- 能够展示对工作热诚及了解
- 富有团队精神和主动性
- 卓越的沟通技巧
- 优秀的英文读写能力
- 良好的决断能力
- 优秀的组织能力
- 托福 100+/雅思 7 分以上优先考虑

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11) HONG & ASSOCIATES - ASSOCIATE

HONG & ASSOCIATES

Solicitors & Notaries

In order to cope with our expanding practice, we invite applications for the post of Litigation Solicitor of not less than 3 years' post-admission experience, in PI and EC works for insurers.

Please apply with full CV stating your relevant experience and current and expected salary to the Recruiting Principal by email to jh@hongandassociates.com. All applications will be treated in the strictest confidence.

12) LAM, LEE & LAI - TRAINEE SOLICITOR



We are a long established law firm with a diversified practice. To cater for our business expansion, we cordially invite application for **2026 Trainee Solicitor**:

- Foreign or local degree graduate
- Good academic background with excellent English and Chinese including Putonghua
- Good sense of responsibility, mature, self-motivated, good communication skills and enjoy teamwork

Comprehensive training under supervision will be provided to the successful candidate. The successful candidate will provide supports to lawyers in a variety of legal work including but not limited to civil, matrimonial, commercial and criminal litigation, conveyancing and probate, corporate and commercial work.

Interested parties please send full resume and expected salary to HR Department of Lam, Lee & Lai at info@lamleelai.com.hk. All applications will be treated in strict confidence.

13) KAO, LEE & YIP SOLICITORS - JUNIOR CORPORATE / COMMERCIAL LAWYER



JUNIOR CORPORATE / COMMERCIAL LAWYER

We are looking for a Junior Corporate lawyer with the following attributes:

- (1) 1-4 years PQE, most of which must be in Corporate /Commercial work.
- (2) Exposure to Conveyancing, land and property development a definite advantage.
- (3) Solid academic background and experience.
- (4) Good drafting and language skills.
- (5) Mature, communicative and a team player.

We provide a decent remuneration package, good quality work, and plenty of learning opportunities for the right candidate.

Please send your full CV with expected salary to the Senior Partner via email: ek@kly.com.hk. All applications will be treated in strict confidence.

THE LAW SOCIETY OF HONG KONG

SITUATIONS VACANT

12 June 2025

14)ZHONG LUN LAW FIRM LLP - CAPITAL MARKETS ASSOCIATE / IPO ASSOCIATE OR
PARALEGAL / REAL ESTATE ASSOCIATE / BANKING AND FINANCE ASSOCIATE /



ZHONG LUN LAW FIRM LLP
中倫律師事務所有限法律責任合夥

Website: www.zhonglun.com.hk

Zhong Lun Law Firm is a leading Chinese law firm with over 400 partners and 2,200 professionals working in eighteen offices in China and offices in major financial centres around the world. We invite seasoned talents in the legal professions with the following qualifications to join our firm:

Capital Markets Associate (3 - 8 PQE)

- Solicitor with good credentials of 3 to 8 PQ experience with passion for equity capital market transactions such as HK IPOs and listed company annual compliance work etc, to join our existing team with experience in HK IPOs.
- Fluent verbal in Putonghua is a must. Travelling may be required.

IPO Associate or Paralegal

- At least 3 years working experience with reputable law firm in Hong Kong.
- Hong Kong solicitor qualification is not required.
- Solid experience in HK IPOs including prospectus drafting skills and Securities Act knowledge.
- Have passion for capital market transactions. A team player and can work under pressure.

Real Estate Associate (1-3 PQE)

- Solicitor with good credentials of 1 to 3 years quality PQ experience in all property related work such as project conveyancing, property litigation, property sale and purchase (conveyancing/asset deal), property holding company sale and purchase (share deal), tenancies, etc.
- Fluency in spoken and written English, Cantonese and Putonghua is essential and bilingual (Chinese and English) drafting skills is a must.

Banking and Finance Associate (1-3 PQE)

- Solicitor with good credentials of 1 to 3 years quality PQ experience in banking and finance related work such as loan agreements, security documents and debt restructuring documents.
- Good communication skills with commitment to high-quality work and attention to detail.
- Proficiency in English and Mandarin is essential.

Accountant

- Handle client monies and processing transactions in compliance with the Solicitors' Accounts Rules.
- Monitor and handle bank payment and receipt transactions and update ledger records accordingly on a timely basis.
- Proactively review and monitor cashflow and perform regular office/client accounts bank reconciliations and maintain accurate ledger records.
- Review and verify accuracy of bills prepared by secretaries and ensure that all bills issued in compliance with the Solicitors' Accounts Rules.
- Bachelor's Degree in Accounting / Finance / any other related disciplines.
- At least 5 years of working experience in law firms.
- Strong understanding of the Solicitors' Accounts Rules.
- Proficient in Microsoft Office Suite including Excel and Word.

All interested candidates are kindly asked to send their CV to 4/F Jardine House, 1 Connaught Place, Central, HK marked confidential to HR Department or email us at ZLHKHR@zhonglun.com.

THE LAW SOCIETY OF HONG KONG

SITUATIONS VACANT

12 June 2025

15)RAYMOND T. M. LAU & CO. - CONVEYANCING CLERKS

RAYMOND T. M. LAU & CO.

劉德銘律師行

(Working on Mondays to Fridays and Alternate Saturdays)

We have the following vacancy:

Conveyancing Clerks

- at least 3 years' relevant experience
- able to handle files independently
- stationed at Sheung Wan, Tai Po or Tsuen Wan branches

Applicants may send their full curriculum vitae (including home address) to **2nd Floor, O.T.B. Building, 259-265 Des Voeux Road Central, Hong Kong** or email to **hk03@raymondtmlau.com.hk**

16)LEE CHAN CHENG - ASSISTANT SOLICITOR and TRAINEE SOLICITOR

LEE CHAN CHENG

Lee Chan Cheng is a general practice law firm situated in Central prime location over 25 years. We now invite applications for the following posts: -

ASSISTANT SOLICITOR

- Ideal candidates should have at least one year PQE experience

TRAINEE SOLICITOR

Responsibilities:

- conduct legal research and draft contracts and court documents.
- assist solicitors in case preparation, client meetings, and court proceedings.

Interested parties, please send us your full resume with academic transcripts in your application via email:
anitalee@leechancheng.com

THE LAW SOCIETY OF HONG KONG

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12 June 2025

17) NEO SOLICITORS LLP - TRAINEE SOLICITOR



This is an exciting opportunity to join the fast growing regional law firm, NEO Solicitors LLP. We are inviting applications for the position of Trainee Solicitor and the applicant should display the following:-

- Strong academic background;
- Strong communication and interpersonal skills;
- Strong research and drafting skills in Chinese and English; and
- Good time management, organized, diligent, responsible, a team player, and be driven under pressure.

If you are interested in being part of NEO Solicitors LLP's ambitious team, please submit your application with cover letter, CV, expected salary, notice period (if any) and available start date to: career@neollp.com.

All applications will be treated in strict confidence.

18) STEVENSON, WONG & CO. - ASSOCIATE



Stevenson, Wong & Co. is a dynamic, forward-looking, full-service law firm. We have been providing legal services to clients in Hong Kong and worldwide since 1978. Through our membership of the global legal network Interlaw and association with AllBright Law (Hong Kong) Offices LLP, we are able to offer our clients timely and seamless advice across all major jurisdictions.

Our award-winning teams are recognized by Asialaw Profiles, AI Leading Adviser, Asia Legal Business Hong Kong Law Award, Benchmark Litigation Asia-Pacific, Chambers & Partners, IFLR1000 and Legal 500.

We now invite a capable and energetic team player to join our expanding practice:

Corporate Finance Department – Associate

- 2 years PQE or above;
- LLB (or equivalent) or above;
- Experience in corporate finance matters (e.g., IPOs, M&As, listing compliance), and other general commercial work;

The successful candidate should:

- have a strong academic and training background;
- have a good command of written and spoken English and Chinese (Putonghua);
- be able to work independently with good analytical skills; and
- be able to work under pressure and as a team player.

Please apply with full resume to Recruit-AS@sw-hk.com or you can apply by post to **The Office Manager at 39/F, Gloucester Tower, The Landmark, 15 Queen's Road Central, Hong Kong** quoting present & expected salary. Candidates not invited for interviews within 6 weeks may consider their applications unsuccessful and all materials will be destroyed.

THE LAW SOCIETY OF HONG KONG

SITUATIONS VACANT

12 June 2025

19) Y.C. LEE, PANG & KWOK, SOLICITORS - ASSOCIATE SOLICITORS

Y.C. LEE, PANG & KWOK, SOLICITORS

李宇祥、彭錦輝、郭威、霍健琳律師事務所

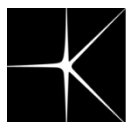
1. We invite application for post(s) of Associate Solicitor for general practice to (1) handle general litigation cases including recovery of debts by banks and (2) handle commercial cases (including the preparation and approval of documents of sale and purchase of target companies) and (3) handle conveyancing cases (including sale and purchase of properties and mortgages). Applicant(s) should have good command of both English & Chinese languages (including Mandarin) and those with one or more of the above experience will be preferred.
2. We invite application for a post of Associate Solicitor to handle insurance cases relating to personal injuries claims involving traffic accidents, industrial and work-related accidents and public liability, employees' compensation claims, property damage claims and recovery claims. Applicant(s) should possess strong and effective negotiation skills and be able to manage substantial caseload independently under pressure. Those whose have the experience in advising insurers on the defence of claims will be preferred.

All candidates for the above posts should have at least 2 years' post-qualification experience.

Please apply with full resume and expected salary by email to Mr. William Kwok at wk@ycleepak.com.

All applications will be treated in strict confidence.

20) HO KAN LAWYERS - CONSULTANT / TRAINEE SOLICITOR / PARALEGAL / LEGAL CLERK



**HO KAN
LAWYERS**

灝勤律師事務所

We are a boutique firm with a focus on litigation. We represent both private and corporate clients. We invite applications for the following positions :

Consultant

- Independent with client base

Trainee Solicitor

- Self-motivated and disciplined
- Well-organized and able to work independently

Paralegal / Legal Clerk

- At least 1-5 years' working experience in litigation
- Strong sense of responsibility

Immediate availability would be an advantage

Interested parties please send their full curriculum vitae and expected salary by email to kay@hokanlawyers.com.

All applications will be treated in strict confidence. Personal data will be used for recruitment purpose only.



THE

LAW SOCIETY
OF HONG KONG

香港律師會

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HOME PAGE (網頁) : <http://www.hklawsoc.org.hk>

12 June 2025

Professional Announcement

Mishcon de Reya

We refer to the Circular 25-375 (COM) dated 5 June 2025 giving notice that our firm (currently a registered foreign firm) had filed a Notice of Intention to Cease Practice pursuant to the provisions of Practice Direction Q issued by the Law Society of Hong Kong.

This notice was given in connection with Mishcon's intention to re-establish as a solicitors' firm (a limited liability partnership), in order to expand our team and continue to build our practice in Hong Kong. In this regard, we wish to advise that the Law Society of Hong Kong has noted our intention to cease practice as a foreign firm and commence practice as a solicitors' firm on 30 June 2025.



12 June 2025

CONTINUING PROFESSIONAL DEVELOPMENT

The Law Society and The Hong Kong Academy of Law offer the following CPD/RME course(s) from June to September 2025:

Date & Time	Course Title	CPD point(s)
12 June 2025 14:30-17:45	<u>(Webinar) Common Pitfalls in Modern Commercial Drafting (Module 1)</u>	3
16 June 2025 11:00-12:30	<u>(Webinar) Recent Trends in the Regulation of Artificial Intelligence in the Financial Services Industry</u>	1.5
19 June 2025 14:30-17:45	<u>(Webinar) Common Pitfalls in Modern Commercial Drafting (Module 2)</u>	3
20 June 2025 14:00-15:00	<u>(Webinar) RME Elective - Mental Capacity Assessment for Advance Directives & Enduring Powers of Attorney - Session 1</u>	1
24 June 2025 11:00-12:30	<u>(Webinar) Solicitor/Client Taxations</u>	1.5
24 June 2025 13:30-17:00	<u>(Webinar) RME Elective - Mandatory Practice Management Course</u>	4
25 June 2025 16:00-17:00	<u>[Face-to-Face] Briefing Session on Electronic Filing via the integrated Court Case Management System and New Requirement of Providing Electronic Copy</u>	1



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FACSIMILE (傳真) : (852) 2845 0387
E-MAIL (電子郵件) : sg@hklawsoc.org.hk
HOME PAGE (網頁) : <http://www.hklawsoc.org.hk>

25 June 2025 16:00-17:00	<u>(Webinar) Briefing Session on Electronic Filing via the integrated Court Case Management System and New Requirement of Providing Electronic Copy</u>	1
27 June 2025 9:30-12:45	<u>(Webinar) Recent Developments in Insolvency & Receivership</u>	3
4 July 2025 11:00-12:00	<u>(Webinar) Artificial Intelligence, eDiscovery, and Document Review</u>	1
7 July 2025 14:00-15:00	<u>(Webinar) RME Elective - Mental Capacity Assessment for Advance Directives & Enduring Powers of Attorney - Session 2</u>	1
8 July 2025 11:00-13:00	<u>(Webinar) Directors Who Misbehave</u>	2
9 July 2025 15:00-16:30	<u>(Webinar) Forensic Examination of Documents & Handwritings, and The Role of Forensic Accounting in Disputes & Litigation</u>	1.5
14 July 2025 14:00-15:00	<u>(Webinar) RME Elective - Mental Capacity Assessment for Advance Directives & Enduring Powers of Attorney - Session 3</u>	1
15 July 2025 11:00-12:00	<u>(Webinar) Exploring the Power of Generative AI for Legal Professionals</u>	1
21 July 2025 14:00-15:00	<u>(Webinar) RME Elective - Mental Capacity Assessment for Advance Directives & Enduring Powers of Attorney - Session 4</u>	1



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28 July 2025 14:00-15:00	<u>(Webinar) RME Elective - Mental Capacity Assessment for Advance Directives & Enduring Powers of Attorney - Session 5</u>	1
7 August 2025 14:30-17:45	<u>(Webinar) Connected Transactions</u>	3
18 August 2025 16:00-17:00	<u>(Webinar) Arbitration and Winding-up: A look at Lasmos in the aftermath of Sian Participation Corp</u>	1
27 August 2025 9:30-12:45	<u>(Webinar) Update on Intestate Succession (Module 1)</u>	3
28 August 2025 16:00-17:30	<u>(Webinar) RME Elective - Notification and Making a Claim for Indemnity under the PIS</u>	1.5
29 August 2025 11:00-13:00	<u>(Webinar) Update on Contract Cases 2025</u>	2
6 September 2025 14:00-16:00	<u>(Webinar) RME Elective - Mental Capacity Assessment for Advance Directives & Enduring Powers of Attorney - Session 6</u>	2
17 September 2025 9:30-12:45	<u>(Webinar) Update on Testate Succession (Module 2)</u>	3



12 June 2025

Risk Management Education

Below are the RME core course(s) and elective course(s) from June to August 2025.

Core Course for Principals		
Date & Time	Course Title	Points
12 Jun 2025 09:00-12:30	(Webinar) RME - Core Course for Principals Module 2A: Quality Assurance and Risk Management	4
12 Jun 2025 13:30-17:00	(Webinar) RME - Core Course for Principals Module 2B: Quality Assurance and Risk Management	4

Core Course for Trainee Solicitors		
Date & Time	Course Title	Points
16 Jul 2025 09:00-12:30	(Webinar) RME - Core Course for Trainee Solicitors Module 1	4

Core Course for Registered Foreign Lawyers		
Date & Time	Course Title	Points
19 Jun 2025 13:30-17:00	(Webinar) RME - Core Course for Registered Foreign Lawyers Module 2	4

First Elective Course for Trainee Solicitors		
Date & Time	Course Title	Points
27 Jun 2025 13:30-17:00	(Webinar) RME - First Elective Course for Trainee Solicitors Module 2	4
04 Jul 2025 13:30-17:00	(Webinar) RME - First Elective Course for Trainee Solicitors Module 2	4
05 Aug 2025 09:00-12:30	(Webinar) RME - First Elective Course for Trainee Solicitors Module 1	4
05 Aug 2025 13:30-17:00	(Webinar) RME - First Elective Course for Trainee Solicitors Module 2	4

Elective Course		
Date & Time	Course Title	Point(s)
20 Jun 2025 09:00-12:30	(Webinar) RME Elective - Commercial Drafting - Mergers & Acquisitions	4
03 Jul 2025 13:30-17:00	(Webinar) RME Elective - Conveyancing: Protecting Irregular Interests	4
08 Jul 2025 09:00-12:30	(Webinar) RME Elective - Risk Management & Cloud Computing	4
08 Jul 2025 13:30-17:00	(Webinar) RME Elective - Managing Human Capital	4