

Junior Legal (Expat)

Location: Shanghai

Company

Our client is a Business Advisory Group with a well-established presence in China for more than 15 years. Our client is headquartered in Shanghai and has offices in Beijing, Guangzhou, Hong Kong, London and correspondents in Dubai, Italy and in the US. Our client Group employs over 100 professionals between international and Chinese consultants, fluent in English, French, Spanish, Portuguese, Italian and Mandarin.

Job Responsibilities:

The successful candidate shall support the professionals of the Firm with their daily work, including but not limited to:

- Cooperating with the professionals of the firm, both Chinese and foreigners, handling with the daily legal and corporate issues including but not limited to drafting and reviewing of contracts, independently handle with the incorporation, liquidation, M&A transactions and other company - related procedures, consultancy concerning PRC company, labor, tax and intellectual property law. The candidate shall be able to manage and lead the team and to report to his direct supervisors being responsible for the results and delivery of the projects. Furthermore, the candidate shall be requested to liaise with the colleagues Certified Public Accountants for any tax and accounting related issue.
- Translating, Revising, Amending and Drafting any type of Legal documents.
- Drafting, amending and collecting documents and following up with company incorporations and liquidation procedures concerning Foreign Invested Enterprises, Joint Ventures and Representative Offices.
- Cooperate with authorities, agents, clients and colleagues to deal with various issues.

Requirements:

- Italian or French Speaker
- Good command of written and oral legal English in a working environment.
- Completed an academic program pertaining to law.
- Young, ideally having previous experience in a law firm or consulting company advising foreign clients with market entry and doing business in China.
- With agile, clear, careful thought and good language and written expression ability, capability to work under pressure and to promptly follow-up to other colleagues or client's queries.
- Good communication skills, committed to achieving goals, team cooperation ability and initiative to work, problem solving attitude.

Please send your resume to: sh-recruitment@ccifc.org