

## THE POSITION

Title: **Legal Assistant**  
Report to: Legal counsel  
Location: Hong Kong

Our client (in confidential) is an independent securities trading house based in Hong Kong; and they are currently looking for a high-caliber legal assistant for their reputable corporate team.

The job holder of this role shall be strong in team collaboration and in legal-related experience across industries; s/he will assist in all aspects of the transactional activities such as contract management, compliance services, liaising with clients, etc., supporting the firm's senior executives and projects. S/he shall have a passion for legal services excellence, be very much attentive to detail, and embrace with an analytical mind and good communication skill.

### Major Responsibilities

- Maintain compliance with the regulatory requirements of SFC and other regulatory authorities;
- Prepare drafts for routine and template agreements and other legal documents including letters, notices, minutes and resolutions;
- Review contracts, agreement and other legal documents;
- Do legal research, conduct due diligence searches, update compliance manuals and policies, maintain ongoing compliance as required by regulatory authorities;
- Assist in handling ad hoc projects; and
- Assist in full spectrum of legal work as assigned by in-house Counsel.

### Position Qualifications

- At least 5 years of experience in law firms or as paralegal in in-house environment;
- Solid drafting skill in both English and Chinese;
- Familiar with Word, Excel and Chinese word-processing; and
- Experience in handling compliance with the regulatory requirements of SFC is an advantage.

For more information, please contact us at [team@sogplus.com](mailto:team@sogplus.com)