



Slotine is looking for a full-time Legal Assistant / Trainee

Position to be filled as soon as possible

About Slotine

Slotine is an independent and internationally recognised legal advisor to some of the world's most sophisticated consumers of legal services. Established in Hong Kong in 2016, the firm helps companies of all sizes navigate complex legal landscapes in the Asia Pacific region. As members of the [UGGC](#) international law firm network, we are expanding our business and operations, we are now seeking a part-time, two (2) days a week, business development and marketing executive to join our dynamic and innovative team in Hong Kong.

For more information: <https://slotine.hk/>

About the Role

The Legal Assistant will advise on technical, strategic and procedural aspects across the spectrum of problems although the focus will be on providing advice on corporate and commercial matters. Frequently multi-jurisdictional in nature, your activities may include providing advice in relation to companies, shareholder issues, director duties, investments, banking and other financial transactions, and all aspects of the regulatory framework within which our clients must operate.

Your responsibilities will include:

- Support partner and senior fee earners by providing technically sound legal advice directly to clients with appropriate supervision
- Manage 'work in progress and client payments' in accordance with business standards
- Responsible for the quality of client services provided by self and direct reports including support staff (as the case may be)
- Responsible for building and maintaining productive working relationships with clients and staff alike
- Responsible for preparation of fee matter estimates and quotations
- Expected to contribute to the management and development of paralegals and interns
- Responsible for ensuring effective management of time, effort and resources in order to generate maximum efficiencies
- Expected to make a constructive contribution to the non-chargeable activities of the firm Slotine

Perspectives

For the right candidates with demonstrated capabilities and integration with the team, the firm encourages self-development through training to complement academic training, enter into training contract (we currently have one opening subject to successful three months' probation period as legal assistant for PCLL applicants) or prepare for OLQE.

Contact

Apply by sending your CV by email to Maëva Slotine: mslotine@slotine.hk