

**We are a fast growing listed financial group offering a comprehensive range of financial services covering corporate finance, securities trading, commodity and futures trading, fixed income, assets management and wealth management. To cope with business expansion, we invite high-calibre candidates to join us for the following position:**

## **Legal Assistant**

### **Responsibilities:**

- provide comments on all sorts of commercial agreements;
- Handle dispute resolution matters, provide legal advice and support to different functional departments;
- Assist in preparing documents for company projects;
- Execute compliance policies and procedures in alignment with latest regulatory requirements; and
- Undertake any ad hoc assignments, including data maintenance and legal work, etc.

### **Requirements:**

- Bachelor's degree preferably in Law or related disciplines, knowledge of PRC law is an added advantage;
- At least 3 years of work experience in contract review and drafting, work experience in law firms is an advantage;
- With strong business acumen, good interpersonal skills, able to communicate effectively at all levels, and be a good team player;
- Strong analytical skills, detailed-minded and ability to work independently; and
- Good command of written and spoken English and Chinese (including Cantonese and Mandarin, traditional & simplified Chinese).

Interested parties please send your full resume stating your present & expected salary to HR Dept, quoting the reference number via e-mail to [hr.recruit@cinda.com.hk](mailto:hr.recruit@cinda.com.hk) or fax to 2907 6012 or mail to HR Dept, 45/F, COSCO Tower, 183 Queen's Road Central, HK.

[www.cinda.com.hk](http://www.cinda.com.hk)

(All personal data will be used for recruitment purpose only)