

JOB DESCRIPTION

Position Required: Intern (corporate/commercial team)

Location: Guangzhou

Number of person: 1

Duration: Full time or Part-time (3 days/week) internship for 6 months (Major in Law ideally).

Organisation: Gowling WLG (UK) LLP Guangzhou Representative Office

Main Purpose of Job:

To provide daily support to lawyers of the firm.

Main Duties and Responsibilities:

- Carrying out legal research;
- Translating documents (Chinese to English and vice-versa); and
- Assisting in other non-legal related tasks required.

Key requirements:

- 4th year undergraduate or 1st year postgraduate students. Please ensure at least 6 months' internship availability;
- Good communication skills in Chinese and English;
- Commitment and strong team work;
- Excellent computer skills including Outlook, Word, Excel and in particular research skills;
- Have strong willingness to get experience in a global law firm;
- Availability: April/May 2020 till October/November 2020 or longer

Key Competencies:

- A self-starter attitude, showing energy and initiative in overcoming obstacles.
- Ability to work under pressure.

- Team work and customer service skills, showing flexibility and the ability to build co-operative working relationships.
- Good self-management, communication and coordination skills.

Company Background:

Gowling WLG is a new international law firm created by Gowlings, a leading Canadian law firm, and Wragge Lawrence Graham & Co (WLG), a leading UK-based international law firm providing a full service to clients worldwide. Specialist sector knowledge is at the core of our advice, and our lawyers' expertise extends to aviation, aerospace & defence, automotive, construction & engineering, energy, financial institutions & services, life sciences, natural resources, infrastructure, real estate and technology. The firm has offices in eighteen locations in the UK, Canada, continental Europe, the Middle East and Asia, plus trusted networks across the world. With over 1,440 lawyers in these nineteen global offices, our experts work as one team to ensure a streamlined experience and the very best lawyer for the job. This international reach, combined with the sector know-how and technical excellence of our people, is why we're a trusted adviser to FTSE 100 and 250 businesses, multi-national corporations, and UK and overseas government departments.

Equal Opportunities:

Gowling WLG (UK) LLP is committed both to promoting equality and diversity in the firm and to Equal Opportunities in employment. The firm believes in equality of opportunity regardless of race or racial group (including colour, nationality, ethnicity, and national origins), religion or belief, age, disability, sexual orientation, sex, gender re-assignment and gender identity, marriage and civil partnership, and pregnancy, maternity and paternity. This also includes any incidents of perceptive or associative discrimination and harassment.

At Gowling WLG (UK) LLP we seek to attract and retain talented people from a diverse range of backgrounds and cultures, to create an exciting and rewarding place to work. Our aim is to fulfil everyone's potential and together to achieve personal and business goals.

Standard Hours of work: 9.30 am - 6.00 pm Monday - Friday with 1 hour for lunch

Contact Information:

Gowling WLG (UK) LLP Guangzhou Representative Office

英国高林睿阁律师事务所驻广州代表处

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Business Classification: Legal consultancy

Application deadline: 15 April 2020