



Camera di Commercio Italiana in Cina

中国意大利商会

China-Italy Chamber of Commerce

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Career Day 2020

**Job Description**

Position: **Junior Legal**

**Job Description (100 words):**

Junior Legal is primarily responsible of assisting lawyers and legal consultants in providing services to international companies doing business in China. Research, organizational and communication skills are a must.

- Assist lawyers and legal consultant with legal research and in circulating info between the professionals;
- Preparing legal documents and/or documents for seminar and events;
- Proofreading legal documents, contracts, company papers and publications in Italian and in English;
- Maintain and organize client's files;
- Draft documents and correspondence;
- Analyze data and records, as well as legal codes and articles, briefs, and statutes.

Job location: **Shanghai**

Type of job (full-time, part-time, internship): **Internship**

Required experience: **None**

Starting date: **To be defined**

Salary (if indicated): **Not provided**

**Candidates' requirements (100 words)**

- Full professional proficiency English, Chinese is a plus;
- Master's degree in Law, knowledge of International commercial law is recommended, Chinese law is a plus;
- Excellent verbal and written communication skills;
- Strong knowledge of Microsoft Office, including Word, Excel and Outlook
- Familiar with legal documents and legal databases;
- Attention to detail and accuracy;
- Teamwork;
- Ability to work independently, manage large workloads, and keep deadlines;
- Knowledge of legal terminology.



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**Company Information**

Company Name: **GWA – Greatway Advisory**

**Company Description (100 words):**

**GWA is an Italian consulting firm based in Shanghai since 2004 and provide comprehensive legal, tax and accounting solutions to both multinational and Chinese companies.**