

Job Title: Legal Intern

Report To: Senior Associate

Location: Nanjing – 1 position
Shanghai – 1 position

Job Description

Assists Partner and Associate in various legal affairs, instructed and supervised by Partner but also in a comparatively independent way for some specific functions. The responsibilities hereof include the following:

1. Assisting Legal Manager to identify legal issues and all potential legal implications in cases and propose legally sound solution;
2. Follow-up of new laws and regulations;
3. Work with internal Departments for various commercial projects, providing legal advices, reviewing contracts and participating in the negotiation if necessary;
4. Work with external lawyers for disputes resolution;
5. Review and draft various contracts, legal documents and management procedures accurately;
6. Legal research;
7. Legal documents translation;
8. Other functions designated according to the development strategy of Legal Dept.

Job Requirements

1. Law degree(s) from law school(s);
2. Keen sense of responsibility on work;
3. Strong communication skills, a positive-minded, versatile and creative person with excellent interpersonal skills;
4. Excellent English/Chinese and good command of computer skills.
5. Team spirit;
6. Able to work under pressure;

Interested candidates may send their CV to the following email address, please specify your preferred office location:

y.wu@dandreapartners.com