



JC Legal (www.jcco-hk.com) is a young law firm in Hong Kong with cross-border practices in Southeast Asia and Europe. We help businesses run smarter with bespoke and cost-effective legal solutions, specialising in corporate law, cross-border investment, dispute resolution and intellectual property. We also advise multicultural families on issues of family disputes, child guardianship and legacy planning. Our founder and principal **Janice Chew** is a dual-qualified lawyer in Malaysia and Hong Kong, as well as a serial entrepreneur named 40 under 40 by Prestige Hong Kong in 2019.

While maintaining strict rigour in the quality and delivery of our work, we think multi-steps ahead for our clients to transcend the deal. In the fast-changing industry, we bring technology to our solutions for clients to access what they need faster, so we focus on planning their strategy and growing their business with them. We are lovers of spices, whisky, workouts and home potlucks, looking to build a team who love to have fun together while learning from each other and doing the best work of their life.

We are seeking a high-calibre candidate for the following position:

Marketing Intern

You will be working on

- Assist in creating marketing copy and managing the firm's social media accounts
- Edit and translate articles as well as presentation materials for seminars, events and interviews
- Draft, edit and translate general correspondences and documents
- Assist in organising and facilitate the smooth operation of (online and offline) events and special projects
- Undertake other ad-hoc tasks and provide administrative support to the team as assigned

You shall be or possess

- A strategic thinker and natural writer capable of crafting compelling copy with high levels of accuracy and attention to detail, as well as sensibility of context
- Good command of social media management, digital marketing and data analytics tools
- Typing capability of Traditional and Simplified Chinese on built-in keyboards

As a person, you are

- Meticulous in an editorial sense to demonstrate professionalism
- Self-driven to stay on trend of legal, business and technology developments
- Open to work in a team, and communicate and share resources
- Responsive and responsible to follow through tasks to due completion

JC Legal forms a registered Association with D&S Law Firm.

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Road Central, Sheung Wan, Hong Kong

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Perks and Benefits

- Flexible hours, no over-time work, and option to work from home
- On-the-job training
- Invitation to our team-building programmes and social events
- Unlimited coffee and bubble tea treats at our Instagrammable pantry
- Opportunity to earn a full-time contract position at the firm upon impressive performance and graduation

Application

- Only successful applicants will be contacted. Applicants not invited for an interview within three weeks may consider their application unsuccessful.
- The information provided will be treated in strict confidence and used for recruitment purposes only.

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