

## JOB DESCRIPTION

### Paralegal

**Equivalent:** Trainee Paralegal

**Reporting to:** Associate

#### Job Summary

The main roles/requirements of the position in the China dispute Resolution include three parts: General, Case Management and Teamwork.

#### Details of Responsibility

##### General

Good understanding of:

- ✓ General knowledge of IP legislation, regulations and IP legal environment in China;
- ✓ Appropriate knowledge of practice for dispute settlement;
- ✓ Rouse's enforcement services.
- ✓ Office skills, such as computer, filing management etc.

##### Case Management

Ability to:

- ✓ Support line manager in analyzing facts and legal factors with respect to each individual matter;
- ✓ Retrieve relevant information concerning each particular matter both in terms of laws and facts; ability to make a search for getting relevant information, such as relevant regulations, similar previous cases, articles etc.
- ✓ Carry out specific details to support and implement the solutions line manager decides for each particular matter, such as reviewing and analyzing documents, maintaining files, preparing litigation documents and investigating case-related issues and facts, etc;
- ✓ Liaise with authoritative organs such as court, AIC, notary office etc;
- ✓ Liaise with other internal and external co-operating teams in light of each case;
- ✓ Translate necessary documents;
- ✓ Draft submission regarding adm. actions.
- ✓ File documents and other materials in organized and effective manner in line with particular matters.

##### Teamwork

Ability to:

- ✓ Assist and support line manager to deal with ongoing matters;
- ✓ Work closely with, and support, other members of the China Dispute Resolution and other teams in Rouse in their work.

### **Requirements to the Job**

- ✓ Master degree in law with bar exam certificate;
- ✓ 1-2 years' experience as a legal assistant; Over 1 years experience in the Intellectual Property field is preferred;
- ✓ Excellent English language skills (both written and spoken)
- ✓ Ability to read and write for proof reading and editing purposes.
- ✓ Good understanding of policies and procedures of law.
- ✓ High-level proficiency in MS Office suite.
- ✓ Proficiency in internet research activities.
- ✓ Operate under minimal supervision.
- ✓ Ability to transcribe correspondence and reports, legal documents.
- ✓ Ability to equilibrate priorities and organize work effectively to meet deadlines.