JOB DESCRIPTION

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| **Position Basic Information** |
| Job Title/ Functional Title | Intern |
| Job Location (City Level)  | Beijing |
| Department and Business Unit | SG Legal Department |
| Effective Date | May. 2017 |

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| **Job Summary / Job Purpose** |
| * Implement the general administration to deliver efficient service support and effective management to all other teams from Legal Department.
* Be responsible for assisting Legal Department daily operation job.
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| **Position Objective** |
| * To assist in translation of legal documents (Chinese and English);
* To provide administrative support to the China Legal team (e.g., arranging meetings, taking meeting minutes, filing and registration of docs with the relevant authorities);
* To perform Legal research (especially on Chinese database);
* To review simple legal contracts;
* To perform other ad hoc tasks/responsibilities that may be assigned by the China Legal team .
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| **Candidate Profile** |
| Requirement | * Master Degree in Law
* Working at least 3 days a week
* Diligent and patient，strong sense of responsibility
* Skills in dealing with administrative works and good team spirit
* Intern period: 3-6 months
* Major banks or law firms experience is preferred
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| Language Skills | Fluent in both oral and written Chinese and English. |

**\*Candidate who are interested, please send CV to:** **jane.feng@socgen.com.cn**

职位描述

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| **职位基本信息** |
| 工作名称 | 实习 |
| 工作地点（城市） | 北京 |
| 部门 | 法国兴业银行 法务部 |
| 有效日期 | 2017年5月 |

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| **工作目标** |
| 向法务部相关团队提供有效的支持和管理服务。有责任和义务协助法务部门处理日常工作。 |

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| **主要职责** |
| * 协助翻译中英文法律文件；
* 协助开展日常行政性工作（如安排会议，准备会议纪要，向有关政府机关报备或登记文件）；
* 开展法律搜索（主要基于中文数据库）；
* 审查简单的法律合同；
* 完成法务部委派的其他日常工作。
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| **申请人信息** |
| 申请要求 | * 法学硕士研究生
* 每周至少工作三天
* 个人细致谨慎，工作认真负责
* 能够协调处理部分行政性工作，良好的团队服务意识
* 实习时间：3-6个月
* 主要银行或律所相关工作经验优先
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| 语言能力 | 良好的中英文书面及口语能力（工作语言为英文） |

 **\*若有意向,请发送简历至:**  **jane.feng@socgen.com.cn**