



### **Company Introduction:**

Prudence Financial Group ("Prudence") is an investment management firm with around 60 employees across Hong Kong, Singapore and mainland China. Since 2008, Prudence has consistently delivered high-quality returns to investors and received multiple industry awards.

Fangyuan Capital (Hong Kong) Limited focuses on private equity investment in healthcare sector, which is licensed to carry out Type 9 (asset management) and Type 4 (advising on securities) regulated activities under the Securities and Futures Ordinance (SFO), and a subsidiary of Fangyuan Financial Holdings Group.

### **We are looking for below candidates:**

Position: Legal Assistant (Internship)

Location: Central, Hong Kong

### **Job Description:**

1. Assist with conducting legal due diligence, reviewing legal transaction documents for private equity investments; assist with closing documents and post-investment project management;
2. Assist with fund documents management;
3. Assist with compliance related work (SFC regulatory compliance and SG MAS regulatory compliance) where necessary;
4. Conducting legal research or regulatory research where necessary.

### **Who We Look For:**

1. High-caliber graduates, who aspire to develop a career in legal industry and/or private equity industry. Legal background is preferred.
2. Excellent command of written and spoken Mandarin and English.
3. Eager to learn, proactive and self-motivated, detail oriented, attitude. Relevant internship or work experience is preferred.
4. Top performance intern will be considered for full-time positions.
5. Candidate is required to work from office but flexible working hours may be considered.

Interested candidates please send your resume in English to [recruitment@prudenceinv.com](mailto:recruitment@prudenceinv.com) with "Legal Assistant (Internship)" in the email subject line.

*Successful candidates will be employed as 'Student Intern / Work Experience Student' under the Minimum Wage Ordinance. For details, please refer to [http://www.labour.gov.hk/eng/news/pdf/Notes\\_for\\_Student\\_Employees\\_and\\_Employers.pdf](http://www.labour.gov.hk/eng/news/pdf/Notes_for_Student_Employees_and_Employers.pdf).*



### **Personal Information Collection Statement pertaining to Recruitment**

All information received will be kept in strict confidence and only for employment-related purposes. The personal data collected will be used to assess your suitability to assume the job duties of the position for which you have applied and to determine preliminary remuneration, and benefits package to be discussed with you subject to selection for the position. It is our policy to retain the personal data of unsuccessful applicants for future recruitment purposes for a period of two years.

Under the Personal Data (Privacy) Ordinance, you have a right to request access to, and to request correction of, your personal data in relation to your application.

If you wish to exercise these rights, please complete the “Data Access Request Form” specified by the Privacy Commissioner for Personal Data and forward it to [hr.hk@prudenceinv.com](mailto:hr.hk@prudenceinv.com)



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