

Posted 11 March 2021

ASSISTANT COUNSEL

Hong Kong

The position will involve working as part of Phillips' Legal Team performing various legal tasks from an in-house perspective. The role requires a good knowledge of the legal, regulatory, and compliance requirements of an international auction house.

The Assistant Counsel is responsible for providing day to day legal advice to the Company's various specialist departments in Hong Kong. This position will report to the General Counsel, EMEA. As a member of the Legal team, the Assistant Counsel is expected to demonstrate continuous focus on delivering the Company's brand promise, executing its business strategy and achieving its vision.

Duties and Responsibilities

- Draft and revise a wide range of contracts, including auction consignment agreements, private sale agreements, and other related legal documents
 - Respond to inquiries from the specialist departments related to consignment contracts and regarding legal and compliance issues
 - Work closely with the General Counsel EMEA to prioritize assignments and projects and maintain internal service levels
 - Providing additional support as needed to the wider Phillips Legal Team
 - Provide legal support during auction events
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Professional Skills and Experience

- Two to four years of professional legal experience (law firm or corporation)
 - Knowledge and experience of the laws of the PRC is preferred
 - Excellent drafting skills
 - Fluent in Mandarin, Cantonese, and English
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Education and Training

- Qualification to practice law in Hong Kong
 - Law degree required (LLB, LL.M)
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Personal Attributes

- Strong analytical and problem-solving skills
- Ability to identify and manage risks and craft appropriate responses
- Possesses a strong work ethic with effective time management and organizational skills

- Exemplary inter-personal verbal and written communication skills
 - Excellent client service skills; comfortable interacting with all business stakeholders
 - Knowledge and experience in the following practice areas is preferred: art law, commercial law, intellectual property, data protection and other areas of regulatory compliance.
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Working Conditions

- Work is primarily undertaken within the office environment
 - Flexibility with working hours including some evenings and weekends is required
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To apply, please email a resume and cover letter to CareersAsia@phillips.com