

Paralegal Position

Cleary Gottlieb recruits paralegals who are graduates of four-year colleges and universities with strong academic backgrounds.

Candidates should be detail-oriented, have excellent organizational ability and strong written and oral communication skills. Because many of our clients are multinational corporations and international institutions, we actively recruit individuals with bilingual language capabilities (English and Korean).

Our paralegal program is an essential element of the services we provide to our clients. The program is particularly well-suited for recent college graduates who are considering applying to U.S. law school. We expect candidates interested in our paralegal program to be willing to work in a position at least one year before considering other opportunities. Many of former paralegals who worked with in the Seoul office have elected to attend the U.S. law schools including Harvard Law School, Columbia JD/MBA program, University of Pennsylvania, Cornell Law School, University of Michigan Law School, etc.

Paralegals are expected to be able to work independently, with minimal supervision, and equally well as part of a team. Paralegals typically work under the direct supervision of the attorneys and are expected to provide assistance on a vast array of projects and tasks, including the following:

- Conducting legal research and participating in documentary due diligence;
- Assisting attorneys in preparing legal documents and The U.S. Securities and Exchange Commission (SEC) filings;
- Preparing for closings of various capital markets and M&A transactions, including assisting the client and attorneys during the closing and preparation of post-closing set to be sent to the working group;
- Proofreading revisions made to contracts, agreements and disclosures documents;
- Translating legal documents from English into Korean and vice versa; and
- Providing substantive support for the Cleary team as needed

Interested paralegal candidates applying to the Seoul office should submit a cover letter, resume and official transcript to:

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