



## **Kobre & Kim – Litigation Assistant Position (Seoul)**

### ***Company Description***

Kobre & Kim is a conflict-free global law firm focused exclusively on disputes and investigations, often involving fraud and misconduct. Recognized as the premier firm for cross-border disputes, the firm has a particular focus on financial products and services litigation, insolvency disputes, intellectual property litigation, international judgment enforcement and asset recovery, and U.S. government enforcement and regulatory investigations. Kobre & Kim operates out of offices in Seoul, New York, Washington DC, San Francisco, Miami, Delaware, London, Tel Aviv, Dubai, São Paulo, Hong Kong, Shanghai, Cyprus, Cayman Islands, and British Virgin Islands.

### ***Job Description***

The litigation assistant position constitutes an excellent opportunity to gain exposure to the legal industry and hands-on experience working with the firm's attorneys. The litigation assistant will join case teams upon arrival, and working in close collaboration with attorneys, will be responsible for assisting case teams with various tasks. General duties include, among others, organization and maintenance of electronic case files, preparation of documents for court proceedings and filings, development and implementation of organization systems on case teams, review and analysis of primary and legal documents, preparation of attorney and client binders, factual and financial analysis, legal research, attendance at client meetings, and coordination of in-person document delivery. The litigation assistant will develop a strong command of the practical and logistical foundations involved with legal work.

Based on prior experience, expertise and credentials, compensation is a base salary of approximately ₩65,000,000, inclusive of fixed overtime amount rate, plus annual bonus (contingent upon the firm's performance).

### ***Job Qualifications***

The position is currently available for March-April 2024 start. Candidates should typically be high-performing university graduates. Candidates should possess a four-year university degree, strong academic record, and excellent teamwork, communication, organizational, and creative and anticipatory thinking skills. Candidates should also demonstrate a willingness and ability to perform tasks in a fast-paced and high-pressure environment. Applications are encouraged for self-confident, highly motivated individuals displaying an interest in exploring the legal industry and pursuing a career in law. 0-3 years of work experience preferred.

Native to fluent Korean and English bilingual language skills are required. This is a full-time position, and the individual is expected to remain with the firm for a minimum of two years.

### ***How to Apply***

Submit a cover letter, resume (including your GPA), and unofficial college transcript to [Lucy.Lee@kobrekim.com](mailto:Lucy.Lee@kobrekim.com), and note how you came into knowledge of the job opportunity (i.e., via PeoplenJob, university portal, information session, etc.). Applications will be considered on a rolling basis.