

## Company Profile

### 公司简介

The Melchers China organization is a member of the globally operating Melchers Group. Headquartered in Bremen, Germany, C. Melchers GmbH & Co. KG is privately-owned and was founded by Carl Melchers (1781-1854) and Carl Focke in 1806. Establishing its first Asian branch in 1866 in Hong Kong, the company is engaged in doing business in Asia ever since.

美最时中国隶属于美最时跨国集团。总部位于德国不莱梅的 C. Melchers GmbH & Co. KG 是一家私营企业，由卡尔·美最时（1781-1854）和卡尔·福克于 1806 年创立。于 1866 年在香港设立了第一家亚洲分公司，此后便一直从事亚洲业务。

Melchers is a global company with a wide range of services and trading know-how in diverse business areas. The services cover the entire value chain – from product development and manufacture through sales and retailing to marketing and after-sales service. The highly diversified group operates from over 17 locations in Greater China and serves customers in 15 industries in the machinery and industrial products, healthcare, and retail sectors.

美最时是一家跨国集团，在多个业务领域拥有广泛的服务范围和贸易专业知识。其服务覆盖整个价值链——从产品开发与制造，到销售、零售，再到市场营销和售后服务。高度多元化，在大中华区设有17多个分支机构，为机械和工业产品、医疗保健及零售领域的15个行业的客户提供服务。

To support our growth, we are looking for a:

为支持我们的发展，我们正在寻找一位：

## Legal Intern

Location: Shanghai

工作地点: 上海

Report to: Legal Counsel

## Job Description:

### 岗位职责:

1. Responsible for the preliminary review of English and Chinese contracts.  
进行中英文合同的初步审核。
2. Responsible for legal search, legal research, legal writing.  
法律检索、法律研究、法律文书撰写。
3. Preliminarily handling of legal inquiries from business side.  
对业务部门法律咨询的初步处理。
4. Trademark search.

商标检索。

5. Support in litigation affairs.  
诉讼案件支持。
6. Support in legal training.  
法律培训支持。
7. Assist in handling admin affairs of legal department.  
协助处理法务部相关行政事务。
8. Other work assigned by the superior.  
部门安排的其它工作。

**Requirements:**

**任职要求:**

1. Graduate student who is studying law in his/her first or second year. Please kindly note that there is no retention opportunity after the internship.  
法律专业研究生在读（研一或研二在读，暂无留用机会）。
2. Fluent in English writing and speaking; competent in preliminary review of English/Chinese contracts and in daily oral English communication; CET-6, 550+ / TOEFL 100+ / IELTS 6.5+.  
英语要求：优秀的中英文书面和口语能力，能进行中英文合同的初步审核和日常英文口语交流；英语六级550以上，雅思6.5，托福100。
3. Excellent in legal search, legal research, and legal document writing.  
优秀的法律检索、法律研究和法律文书撰写能力。
4. Work onsite in the Shanghai office for at least 3 days per week and 5 days during the summer vacation. Some work could be completed online after prior communication under specific circumstances.  
现场办公，特殊情况，经沟通确认后，可线上完成相关工作。实习时间：每周保证3天以上，暑假可全职。具体可经双方沟通后，灵活安排。
5. The internship period is 3-6 months, with preference given to those who are available for a longer period of time.  
实习周期：3-6个月，可长期实习者优先。
6. Internship experience in law firms or multinational companies is preferred.  
有律所和外企实习经验者优先。

7. Conscientious, diligent and good communicator is preferred.  
细致认真、责任心强、踏实勤奋、善于沟通者优先。

Applicants are requested to send their CV and expected annual salary to Jojo Zhang  
at [jojozhang@melchers.com.cn](mailto:jojozhang@melchers.com.cn)

申请人请将您的简历及期望薪酬发送至: [jojozhang@melchers.com.cn](mailto:jojozhang@melchers.com.cn)