


Company profile for Partner Singapore Internship Program 2024

Company Logo	
Company name	KC partnership
Company website	https://www.kcpartnership.com/
Number of students	1
Monthly allowance	THB 5,000 per month
Working Days:	Mon to Fri (9.00-18.00)
Company brief description	<p>Kelvin Chia (Thailand) Co. Ltd. is an affiliate of Kelvin Chia Partnership, an ASEAN legal practice headquartered in Singapore with offices in Thailand, Myanmar, Vietnam, Cambodia and Indonesia. Kelvin Chia (Thailand) Co., Ltd. provides corporate, commercial and litigation legal advisory services. Our corporate team assists foreign companies to set up entities in Thailand, review commercial contracts, conduct legal due diligence and undertake M&A transactions in Thailand. Our litigation team assists clients in commercial disputes and labour disputes</p>
Indicate if the following are provided:	
Job Description	
<p>Role and Responsibilities</p> <ol style="list-style-type: none"> Legal Intern (1 position): <ul style="list-style-type: none"> Responsibilities <ul style="list-style-type: none"> - Assistant Legal Executive - Assists lawyers in the review and/or drafting of various legal and administrative documents that are required to set up entities in Thailand, apply for foreign business licence, Board of Investment (BOI) promotion and/or other government investment incentives. - Attends meetings with clients to understand their needs and to take meeting minutes. - Acts as a translator between Chinese-speaking clients and Thai lawyers (if applicable). - Attends networking events such as STCC monthly events. QUALIFICATIONS AND EDUCATION REQUIREMENTS <ul style="list-style-type: none"> - State the qualification of the intern i.e. 3rd or 4th year law student PREFERRED SKILLS (OPTIONAL) - Proficient in English (written and verbal) - Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook). - Fluent in Mandarin (written and verbal) is preferred. 	

For further queries on internship matters, you can also reach out to yanisa@goldeneyecorp.com