



Kobre & Kim LLP – Litigation Support Position (Seoul)

Company Description

Kobre & Kim is an Am Law 200 global law firm focused exclusively on disputes and investigations. Operating out of offices in New York, Washington DC, San Francisco, Miami, London, Hong Kong, Seoul, Shanghai, Cayman Islands and British Virgin Islands, Kobre & Kim is the premier firm for international disputes. Kobre & Kim has more than 150 lawyers and analysts admitted in multiple jurisdictions throughout the firm's global locations.

Job Description

The Litigation Support position constitutes an excellent opportunity to gain exposure to the legal industry and hands-on experience working with the firm's attorneys. The individual 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 individual 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 ₩54,000,000, plus semiannual bonus (contingent upon the firm's performance) and overtime pay.

Job Qualifications

Candidates should typically be high-performing university graduates. They 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. Korean and English bilingual language skills are required. 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 transcripts to recruiting@kobrekim.com.

Contact

Michael Friedman
Managing Attorney, Litigation Support

Kobre & Kim LLP employees take pride in providing our clients around the world with service that is timely, accurate, unbiased and trusted. We have a profound respect for the professions and clients we serve and define our success in terms of their success. Our work environment is dynamic, innovative and entrepreneurial. We have a result-oriented culture that demands excellence, agility, and the desire to move quickly and precisely to seize opportunities. Our environment is both challenging and supportive - we give employees the opportunity to develop their skills and do their best work.

Kobre & Kim LLP values diversity of culture and thought and seeks talented, qualified employees in all its operations around the world regardless of race, gender, national origin, religion, sexual orientation, disability, age or any other protected classification under country or local law.

Kobre & Kim LLP is proud to be an Equal Employment Opportunity firm.