

Organization Name	DeHeng Law Offices (Chengdu)
Website	http://www.dhl.com.cn/english/
Type	Law
Location	Chengdu
Intern Capacity	1-2
Description	Since founded in 1993, Deheng Law Offices has grown to become one of the largest full-service law firms in China, with a broad client base and a global service network with branches and professionals in over 60 key cities around the world. Deheng legal teams of over 1200 experienced practitioners and leading scholars adhering to the highest standard of ethics and professionalism are committed to provide excellent legal services to both domestic and international clients.
Intern Responsibilities	<ol style="list-style-type: none"> 1. Perform basic tasks including research, document preparation, proofreading, and other secretarial work. 2. Be an ambassador for the firm for foreign visitors 3. Host events that provide background of the law office. 4. Prepare presentations about the company 5. Bring international elements into intern work. 6. Perform other duties and complete projects as assigned.
Format (hours/days per week, flexibility, etc.)	Flexible; Depends on student's schedule