

I. PARALEGAL

1. JOB OVERVIEW

- Assist Partners with tasks related to legal consultation in order to meet the client's requirements on time;
- Be able to research and collect consultation opinions in email, memorandum, contracts, or other documents;
- Participate in consulting and meeting clients subject to the allocation of the lawyers;
- Be able to translate legal documents and other documents;
- Update monthly legal documents; and
- Other duties and tasks assigned according to the production and business demands of the firm.

2. SKILL REQUIREMENTS

- Graduated from university with a major in law (priority for those who achieve good and excellent grades);
- Conversant with Word, MS Excel, PowerPoint, Internet, and using office e-mail (Outlook);
- Be able to analyse critically and logically;
- Ability to work effectively either independently or in a team;
- Being dynamic, creative, and responsible; and
- Good communication skills in both Vietnamese and English.

3. WORKING PLACE

- **Ho Chi Minh Head Office**
Phuoc & Associates Mansion
70 Quoc Huong Street, Thao Dien Ward, District 2, Ho Chi Minh City,
Vietnam.
- **Hanoi Office**
5th Floor, Vinachimex Tower
04 Pham Ngu Lao Street, Phan Chu Trinh Ward, Hoan Kiem District, Hanoi.

4. BENEFITS

- Competitive salary (negotiable);
- Reward for work achievements;
- 13th month salary;
- 13 days of annual leave;
- 5 working days per week;
- Pay the full compulsory insurance;
- Clothing allowance, telephone fee, lunch, parking fee...;
- Receive New Year/ Tet holidays according to government and the Firm regulations;
- Every year, travel and training programs are offered for employees;
- Training professional requirements;
- Professional working environment, development, and promotion opportunities;
and
- Training, exchange experience regularly and improve creativity.

II. ASSOCIATE

1. JOB OVERVIEW

- Provide legal consulting services to local and foreign organisations on all aspects of Vietnam laws (corporate services, commercial contracts, labour, real estate, banking, mergers and acquisitions, etc.);
- Draft and prepare litigation or arbitration dossiers, statements of defence, and present before courts and/ or arbitration centres to defend a client's rights;
- Independently handle assigned cases, including meeting and directly working with local and foreign clients on your own;
- Supervise/ manage projects and ensure projects are delivered on time to meet client expectations;
- Develop/ manage client relations in the legal consulting environment;
- Develop relationships with potential clients;
- Provide effective training for the firm's interns, and assist in the business development and training programs of the firm; and
- Perform other assignments delegated by the Partners and direct managers.

2. SKILL REQUIREMENTS

- Graduated from university with a major in law (priority for those who achieve good and excellent grades);
- Obtained a lawyer practicing certificate in Vietnam;
- At least three years or more of work experience in foreign law firms or prestigious Vietnamese law firms;
- Possessing capacity in handling a wide variety of assignments, adequately managing a sizable workload, and meeting client's deadlines;
- Possessing a thorough understanding of the procedures in courts and arbitral centres;

- Being proactive, creative, as well as hard working and responsible when under pressure;
- Having an aptitude for logical and critical thinking, reasoning in legal analysis, negotiation, and communication;
- Ability to work effectively either independently or in a team;
- Ability to communicate with all levels of management in an organisation and manage client relationships at all levels;
- Good communication skills in both Vietnamese and English; and
- Conversant with Word, MS Excel, PowerPoint, Internet and using office e-mail (Outlook).

3. WORKING PLACE

Ho Chi Minh Head Office

Phuoc & Associates Mansion

70 Quoc Huong Street, Thao Dien Ward, District 2, Ho Chi Minh City, Vietnam.

4. BENEFITS

- Competitive salary (negotiable);
- Reward for work achievements;
- 13th month salary;
- 15 days of annual leave;
- 5 working days per week;
- Pay the full compulsory insurance;
- Clothing allowance, telephone fee, lunch, parking fee...;

- Receive New Year/ Tet holidays according to Government and the firm regulations;
- Every year, travel and training programs are offered for employees;
- Training professional requirements;
- Professional working environment, development, and promotion opportunities; and
- Training, exchange experience regularly and improve creativity.

III. CHIEF ACCOUNTANT

1. JOB OVERVIEW

- Organising and performing work related to the accounting department;
- Managing, administering, and assigning jobs to the accounting department employees;
- Reviewing tax declaration documents, monthly financial statements, tax finalisation records, and annual financial statements;
- Deploying and controlling operation of accounting software;
- Training for general accountants;
- Being responsible for the transparency and accuracy of accounting data;
- Organising the implementation of accounting processes and operations to meet the quarterly/ annual reports;
- Establishing books of receipts and expenditures in accordance with Vietnamese accounting standards;
- Preparing financial statements, report business results to the director;
- Reviewing arising business terms;

- Reviewing details and general accounting data;
- Checking the final balance to be matched with the detailed reports;
- Reviewing documents and costs incurred, ensure revenue and expenses incurred are recorded sufficiently;
- Accounting of income, expenses, depreciation, fixed assets, liabilities, other operations, VAT, CIT, PIT;
- Planning cash flow, checking revenues and expenditures;
- Monitoring the overall management of accounts receivable and payable;
- Reviewing all books, print detailed books, and aggregate according to accounting regulations;
- Management of accounting documents (Contracts with clients and suppliers, input invoices, outputs, accounting books...);
- Working with tax authority, government officers, and credit institutions;
- Preparing working processes of the accounting department;
- Storing accounting data according to regulations; and
- Performing other tasks as assigned by the Board of Directors.

2. SKILL REQUIREMENTS

- Graduated from university with a major in accounting;
- Possessing 4 -5 years of experience working for service companies;
- Obtained a chief accountant certificate and have 2- 3 years of experience in the position of chief accountant;

- Adopting at analysis, synthesis, and reporting skills;
- Ability to communicate with all levels of management in an organisation, problem solving and working under pressure;
- Ability to lead and work in teams;
- An optimistic, but also serious and responsible mindset;
- Careful, meticulous, and honest with work;
- Conversant with MS Excel, Misa software;
- English: basic communication and draft emails, report internally and with clients;
- Priority for candidates who have experience in tax finalisation with the tax authorities; and
- Working place: Ho Chi Minh City.

3. BENEFITS

- Competitive salary (negotiable);
- Reward for work achievements;
- 13th month salary;
- 16 days of annual leave;
- 5 working days per week;
- Pay the full compulsory insurance;
- Clothing allowance, telephone fee, lunch, parking fee...;
- Receive New Year/ Tet holidays according to government and company regulations;

- Every year, travel programs and training programs are offered for employees;
- Training professional requirements;
- Professional working environment, development and promotion opportunities;
and
- Training, exchange experience regularly and improve creativity.