

## PHUOC & PARTNERS LAW FIRM

70 QUOC HUONG STREET, THAO DIEN WARD, THU DUC CITY, HCMC

EMAIL: [info@phuoc-partner.com](mailto:info@phuoc-partner.com)

PHONE: 028 3622 3522



# PARALEGAL

## JOB DESCRIPTIONS

- Searching laws and assisting partners/senior associates in providing legal advices to clients;
- Assisting partners/associates in performing due diligence exercises, in reviewing and/or transaction agreements, financial agreements and other necessary documents/agreements upon instructions by clients;
- Assisting partners/associates in drafting, submitting and following application documents for licensing works;
- Translating and proofreading documents and reviewing the works of junior members.
- Liaising with relevant State authorities for their opinion/clarification;
- Assisting partners/associates to provide legal advices to clients, which are not only legal but also practical and commercial; and
- Advising, drafting, submitting and following application documents for licensing works.

## JOB REQUIREMENTS

- Being Male/Female under 35 years old – Either HCMC or Hanoi base.
- Graduated from university (Major in law) or Law school in Vietnam or overseas (welcome the person who graduated from university in Japan);
- Having 02-03 years with relevant experience in general corporate affairs, M&A, Real Estate, Labour, Enterprise;
- Having experience with top tier Vietnamese law firms is preferable;
- Having a good command of written and spoken English;
- Being able to work under high pressure environment; and

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## BENEFITS

We offer safe and attractive jobs and comprehensive opportunities for our staff to constantly develop their skills and promote them according to their strengths.

- Having competitive salary (negotiated) and reasonable bonuses commensurate with the legal knowledge and practical experience;
- Enjoying the 13th month salary, client winning bonus;
- Having 12 days of annual leave;
- Paying all types of compulsory insurance;
- Being granted with clothing allowance, telephone fee, lunches, parking fee ...;
- Enjoying public holidays according to Government and Firm's regulations;
- Enjoying annual retreat according to the Firm's guidelines;
- Learning advanced training based on professional requirements;
- Having friendly working environment, working conditions and full working equipment for work; and
- Getting learning, exchanging practical experiences regularly and maximizing your critical thinking.

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## ABOUT US



**Phuoc & Partners** has a long and proud history of nearly 20 years of advisory and litigation services in Vietnam and we currently have a combined team of nearly 60 highly experienced professionals in our three offices in Ho Chi Minh City, Hanoi & Danang. We are a full service legal practice with a focus on the following practices: Taxation, Labour & Employment, Corporate, M&A, Foreign Investment, Commerce, Real Estate & Construction, Banking & Finance, Dispute Resolution as well as Regulatory & Trade.

We are ranked among top-tier law firms in Vietnam across different practices. The culture is demanding but if you are confident and have a can-do attitude the potential rewards are significant. If you are driven, determined and want to take the next step in your career, this is the role for you. Great career progression opportunities await the right person in this exciting opportunity.