

## 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

# ASSOCIATE

## JOB DESCRIPTIONS

- Providing 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.);
- Drafting and prepare litigation or arbitration dossiers, statements of defence, and present before courts and/ or arbitration centers to defend a client's rights;
- Independently handling assigned cases, including meeting and directly working with local and foreign clients on your own;
- Supervising/managing projects and ensuring projects are delivered on time to meet client expectations;
- Developing/managing client relations in the legal consulting environment;
- Developing relationships with potential clients;
- Providing effective training for the Firm's interns, and assisting in the business development and training programs of the firm; and
- Performing other assignments delegated by the Partners and direct managers.

## JOB REQUIREMENT

- Graduated from university with a major in law (priority for those who achieve good and excellent grades) - Obtained a lawyer practicing certificate in Vietnam;
- Having at least 03 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;



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## JOB REQUIREMENTS

- Having an aptitude for logical and critical thinking, reasoning in legal analysis, negotiation, and communication;
- Having 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;
- Having good communication skills in both Vietnamese and English; and
- Conversant with Word, MS Excel, PowerPoint, Internet and using office e-mail (Outlook).

## 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 13 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.