

PHUOC & PARTNERS LAW FIRM

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

EMAIL: info@phuoc-partner.com

PHONE: 028 3622 3522



LEGAL INTERN

JOB DESCRIPTIONS

- Translating and proofreading documents and reviewing the works of members;
- Searching legal matters as assigned using subscription database services and public sources;
- Conducting legal researches, update and keep alert of legal changes in relevant legislation;
- Collaborating with other team members on various projects as needed;
- Participating in business development activities;
- Performing other task as assigned by supervisor.

JOB REQUIREMENTS

- Having a university degree, or are in the final stage of their university studies, preference is given to law graduates who have an good academic record and a demonstrated interest in law;
- Having a good command of written and spoken English;
- Having a superior legal writing and analytical skills;
- Must be proficient with Microsoft Office Suite, virtual communication software and digital technology;
- Having knowledge and skills in using social media tools is an advantage;
- Having ability to work independently and follow through on tasks until they are completed;
- Being able to work under high pressure environment; and
- Having ability to meet deadlines and make effective decisions;
- Internship and apprenticeship period: Continuously 06 months full-time (05 days/week)

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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.