



PHUOC & PARTNERS
ATTORNEYS AT LAW

ASSOCIATES

JOB DESCRIPTION:

- 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 centers 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.

028 3622 3522



ngoc.ngo@phuoc-partner.com



<https://phuoc-partner.com/career-development/>



70 QUOC HUONG STREET, DIST.02, HCMC





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ASSOCIATES

JOB REQUIREMENTS

- Graduated from university with a major in law; priority for those who obtained a lawyer practicing certificate in Vietnam;
- At least 03 years or more of work experience in foreign law firms or prestigious Vietnamese law firms;
- Good communication skills in both Vietnamese and English;
- Being proficient with Microsoft Office and having the ability to use digital work tools;
- 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 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;
- Working place: Hanoi City

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ASSOCIATE

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 company 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 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.

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