

ASSOCIATE

JOB DESCRIPTION

- Providing legal advice on all issues to local and foreign organisations/individuals, drafting/reviewing documentation, and proceeding with relevant administrative procedures;
- Independently handling assigned tasks, 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 relationship;
- Collaborating with the team members, receiving guidance and support from the partner in charge;
- Drafting all and any documents required or necessary;
- Liaising with Government officers at the central and local levels; and
- Providing effective training for the firm's junior paralegals, and assisting in the business development and training programs of the firm.

JOB REQUIREMENTS

- Graduating from university with a major in law (priority for those who achieve good and excellent grades);
- Good communication skills in both Vietnamese and English (candidates can speak English fluently in front of the crowd);
- Having a lawyer practicing certificate in Vietnam;

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- Having at least 04 years or more of work experience in foreign law firms or prestigious Vietnamese law firms;
- Possessing the capacity in handling a wide variety of assignments, adequately managing a sizable workload, and meeting client's deadlines;
- Being able to work autonomously without supervision and be available at short notice or immediately;
- Having an aptitude for logical and critical thinking, reasoning in legal analysis, negotiation, and communication;
- Having good management skills is required for managing the client database and updating it from time to time;
- Having good analytical power along with excellent interpretation skills about the data researched;

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 company regulations;
- Enjoying annual retreat according to the firm's guidelines;
- Learning advanced training based on professional requirements;

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- 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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