

Recruitment Notice

Introduction about the Firm

Indochine Counsel is one of the leading commercial law firms in Vietnam. We provide legal services in Inward Investment; Corporate & Commercial; Mergers & Acquisitions; Securities & Capital Markets; Banking & Finance; Property & Construction; Taxation; International Trade; Dispute Resolution; Intellectual Property; and Technology & Media. We aim to provide quality legal services and add value to clients through effective customised legal solutions. We always seek brightest legal minds who are keen to devote for the objective and desire to contribute to, and share with, the firm's development and success.

Vacancy

To serve the Firm's growth in Ho Chi Minh city we are seeking the best lawyers to develop their careers with us in our HCM city office. Details of the offer are as follows:

Role:

Legal Secretary (IC-LS)

Job Description:

- Carry out administrative works (including paper works and secretarial tasks) for Partners and Associates of the Firm.
- Carry out monthly/quarterly/annually reports, and other reports delegated by Partners and Associates of the Firm
- Arrange, prepare documents for management board meetings, office meetings, and to make meeting minutes.
- Follow up bill issuance and update Daily Time Sheet
- Translate, filing and assist other administration tasks
- Perform and support other assignments as delegated by Partners and Associates of the Firm (if needed).
- Perform other clerical and administrative tasks as assigned
- Handle/manage the calendars and prioritize e-mails for the team on their behalf
- Schedule meeting/appointments and arrange logistics, including his/her visitors;
- Coordinate preparations for internal or external activities with the appropriate vendors and external providers (e.g. hotels, restaurants, PR firms, publishing houses, etc.);
- Producing word processing by formatting, inputting, editing, proof-reading and transmitting text, data and graphics;
- Arrange travel (e.g. book air tickets, hotels, visa, etc.) and accommodation requirements;
- Local logistics and personal financial work for the team (e.g. following payment, claim insurance, etc);
- Coordinating in transaction dossier preparation;
- Assisting the team and supporting other lawyers on communicating and collecting information, routing correspondences, reports and legal documents; following-up on delegated assignments; and administration task;

Further details of the job will be discussed in the interview.



Skills and Key requirements

- Female, age 21-25; good appearance
- Holding BA or diploma in English, and certificate of secretarial skills
- Having at least 1-year experience as receptionist is preferred
- Being fluent in English (both spoken and written)
- Being proficient in using Microsoft Office applications (MS Outlook, Word, Excel, etc.)
- Being well – organized and careful in working
- Being responsible, dynamic, and hard-working
- Being able to work under pressure

The Application

- Application in English, attached with recent 4x6 photo
- Resume in English
- Related qualifications

Interested candidates are welcome to send us, via post or email, a written application and resume (providing details of personal particulars, qualifications, work experience, expected salary, contact phone number and email) to the following address:

HR & Administration Department

Indochine Counsel
Unit 305, 3rd Floor, Centec Tower, 72-74
Nguyen Thi Minh Khai, District 3, Ho Chi
Minh City Tel: +8428 3 823 9640 Fax:
+8428 3 823 9641
Email: career@indochinecounsel.com

Only shortlisted candidates will be contacted for interview. All applications will be treated in strict confidentiality.



Indochine Counsel
Business Law Practitioners