

Major responsibilities/

- Drafting legal documents, letters, and legal response to answer to client questions;
- Gathering and arranging evidence and other legal documents for attorney review and case preparation;
- Keeping cases organized by establishing and organizing files; monitoring calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; updating and confirming case status with attorney;
- Keeping clients informed by maintaining contact, communicating case progress.
- Maintaining case costs by verifying outstanding balances with attorney, clients, and providers;
- Attending and assisting in promotion activities and business development programs of the Firm (for example: write legal articles, attend legal update training course, seminars);
- Updating job knowledge by participating in educational opportunities; reading professional publications;
- Accomplishing organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments; and
- Performing other assignments as delegated by partners of the firm;

Report to / cooperate with

Skills and Key requirements

- Associate/ Senior Associate
- ✓ Having Bachelor's degree in law required;
- ✓ Having 2-3 years' experience of working in business law firms;
- ✓ Having Good command for both written and spoken in English;
- ✓ Being proactive, teamwork and responsible;
- ✓ Having good research skills, writing skills, multitasking skills, and attention detail and accuracy;
- ✓ Having ability to prioritize and manage multiple changing tasks;

✓ *Having a good negotiation and influencing skills, good analysis and logic thinking,*

The Application:

- *Application and resume in English, attached with recent 4x6 photo,*
- *Related educational qualifications;*
- *Only shortlisted candidates will be contacted for interview;*

BENEFITS

We offer:

- An attractive salary package based on each candidate's qualification;
- Company trip: 1 time/year; Workshop, Team building several times a year
- Health insurance and Social insurance regulated by Vietnam Labour Law
- Productive and Professional working environment.

CONTACT:

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