

**HANOI**

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*13<sup>th</sup> June 2019*

## **RECRUITMENT ANNOUNCEMENT**

BIZCONSULT LAW FIRM is recognized as one of the most prestigious law firms in Vietnam. We are highly evaluated and ranked in the group of leading professional law firms in Vietnam in some key areas such as Business & Trade, Mergers & Acquisitions, Finance & Banking, Real Estate & Construction/EPC Contracts, Investment Projects (Inbound & Outbound), Intellectual Property & Franchise, Dispute Resolution & Litigation (Arbitration and Court) by international professional organizations such as Legal500 Asia Law Firms, Asian Legal Business (ALB), Getting The Deal Through (Mergers & Acquisitions Magazine), Global Legal Experts, Asia IP (Asian Intellectual Property Magazine), asialaw (Asian Law Magazine), etc... Our clients are multinational corporations, international organizations, investment funds and domestic and foreign enterprises. Please visit our website at: <http://www.bizconsult.vn> for more information.

In order to meet the demand for the Company's development, we would like to recruit new vacant positions in Hanoi office as follows:

### **I. POSITION: LITIGATION LAWYER – Quantity: 02**

#### **Job description:**

- Doing legal consulting works, acting as litigation lawyers in Court and arbitration;
- Doing legal research and preparing legal memorandum; drafting legal advice at the request of senior lawyers;
- Participating in writing legal analysis as assigned by the Company;
- Supporting the senior lawyers, Company's staffs in providing legal services for the clients.

**Job requirements:**

- Having Lawyer's License;
- Having at least 03 years of legal consultancy experience in the fields of business and investment law, of which there is at least 01 year of litigation experience;
- Having good teamwork skill;
- Having good consulting and presentation skills in Vietnamese and English;
- Having good manner, communication and problem solving skills;
- Knowing how to use the basic functions of word processing and presentation software (MS Word, Excel, Power Point);
- Being responsible and being able to work under pressure;
- Graduated from law university, economic law field with good/very good grade, master's degree in law will have advantage in evaluating employment applications.

**Benefits:**

- Being directly involved in handling work records under the guidance of the Company's senior lawyers;
- Working in a professional, dynamic and friendly environment;
- Being guided and trained by Company's senior lawyers in counseling and practicing law skills;
- Attending national and international forums and conferences organized in Vietnam to expand knowledge and relationship;
- Salary according to capacity/agreement;
- Other benefits under the provisions of laws on labor and social insurance;
- Benefits according to the Company's regulations;
- Career advancement opportunities.

**II. POSITION: ADVISORY LAWYER AND LEGAL ASSISTANT -  
Quantity: 01 Advisory Lawyer and 02 Legal Assistants.**

**Job description:**

- Doing legal consulting works in general;
- Doing legal research and preparing legal memorandum; drafting legal advice at the request of senior lawyers;
- Participating in writing legal analysis as assigned by the Company;
- Supporting the senior lawyers, Company's staffs in providing legal services for the clients.

**Job requirements:**

- Having at least 03 years of legal consultancy experience for Advisory Lawyer position.
- Graduated or being a final year Law student for Legal Assistant position. Having experience in internship or working at law firm's/lawyer's offices is an advantage;
- Working full-time;
- Being good at four English skills and computer science;
- Having good communication and teamwork skills;
- Being honest, disciplined, dedicated to work

**Benefits:**

- Being directly involved in handling work records under the guidance of the Company's senior lawyers;
- Working in a professional, dynamic and friendly environment;
- Being guided and trained by Company's senior lawyers in counseling and practicing law skills;
- Attending national and international forums and conferences organized in Vietnam to expand knowledge and relationship;
- Salary according to capacity/agreement;
- Other benefits under the provisions of laws on labor and social insurance;
- Benefits according to the Company's regulations;
- Career advancement opportunities.

**III. POSITION: MARKETING/DEVELOPMENT STAFF - Quantity: 01**

**Job description:**

- Making plans and organizing marketing programs under the direction of the Company's leaders;
- Managing customer service (except professional work);
- Being in charge of managing content for websites and other PR tools of the Company (in collaboration with IT and lawyers);
- Searching and scheduling conferences, marketing events for lawyers, joining with lawyers in the events to promote the Company's name;
- Managing posting schedules for magazines, legal updates, etc...
- Updating company's profile, CV of the personnel, etc...

**Job requirements:**

- Being good at four English skills and computer science;
- Being good at web management is an advantage;
- Having good appearance, communication skills and relationships;
- Having at least 3 years of experience in marketing or office management.

**Benefits:**

- Working in a professional, dynamic and friendly environment;
- Salary according to capacity/agreement;
- Other benefits under the provisions of laws on labor and social insurance;
- Benefits according to the Company's regulations;
- Career advancement opportunities.

**IV. APPLICATION REQUIREMENTS FOR ALL POSITIONS:**

**Application dossier (in English or in Vietnamese):**

- Job application;
- CV for the vacant position (attached with a personal photo in the last 01 year).

**Submission:**

- Directly at the head office of the Company:  
Floor 3, 20 Tran Hung Dao Street  
Hoan Kiem District  
Ha Noi
- Or via email: [info@bizconsult.vn](mailto:info@bizconsult.vn)

**Deadline:** By the end of 15<sup>th</sup> July 2019.

**Expected Interview schedule:** From 15<sup>th</sup> to 20<sup>th</sup> July 2019.

**Contact:** If you have any questions, please contact:

- Ms. Hai: 096 371 8558
- Ms. Huyen: 091 290 8579