

HANOI

20 Tran Hung Dao Street
Hoan Kiem District
Hanoi, Vietnam

T+84 24 3933 2129
F+84 24 3933 2130

HO CHI MINH CITY

Room 1103, 11th Floor, Sailing Tower
111A Pasteur, District 1
Ho Chi Minh City, Vietnam

T+84 28 3910 6559
F+84 28 3910 6560

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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 Ho Chi Minh City office as follows:

I. POSITION: ADVISORY LAWYER – Quantity: 01

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 Lawyer's License;
- Having at least 03 years of legal consultancy experience in the fields of business and investment law.
- 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: LEGAL ASSISTANT - Quantity: 01

Job description:

- 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:

- 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. 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 Ho Chi Minh City office:
Room 1103,
11th Floor, Sailing Tower
111A Pasteur, District 1,
Ho Chi Minh City, Vietnam
- Or via email: quoctc@bizconsult.vn

Contact: If you have any questions, please contact:

- Mr. Tran Cong Quoc - 0934778119