



PR/094004 | [ENG Speaker] Secretary for a reputable law firm

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1505084

Industry

Legal

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

November 19th, 2024 11:31

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Business Level

Minimum Japanese Level

Business Level

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

LOCATION

Hoan Kiem, Ha Noi city

COMPANY OVERVIEW

Renowned Japanese legal firm with global presence

JOB RESPONSIBILITIES

- Perform all and any of legal assistant works including but not limited to arrangement for appointments, business trips and meetings, preparation of mail, responding to phone and email, composing written documents, meeting minutes, guest receptions for Lawyers and Paralegals
- Handle all mails and parcels in and out of the Firm for lawyers and paralegals, contact with clients for logistics purposes in client's matters (including hand delivery and receiving of documents).
- Prepare and arrange printing, saving, filing, binding, as well as managing all documents, records, reports, etc... related to client matters as requested by Lawyers and Paralegals for all offices in Vietnam
- Carry out translation work related to English and Vietnamese, as well as outside translation and notarization through the suppliers for all offices in Vietnam
- Format, proof-read, create diagrams, prepare ppt, etc. per lawyers and paralegals requests
- Conduct research on business information for the firm and clients upon lawyers' requests

- Liaise with internal and external contacts as assigned by Lawyers
- Perform other secretary - administrative duties assigned by Lawyers and Paralegals.

JOB REQUIREMENTS

- English: Business level
- Working experience: at least 3 years working experience, those with experience in working at law firms/Japanese firms are preferred
- Educational background: Bachelor's degree
- Skills: Good at MS Offices
- Other: reliable, responsive, hard-working, enthusiastic, kind and supportive person, able to work in team

BENEFITS

- ~\$1000-\$2000, negotiable depending on the candidate's experience and ability
- Annual leave: 14 days and it shall be calculated on pro rata basis.

Apply online or please send your Japanese/English resume to my email ngoc.nguyen@jac-recruitment.com directly. Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

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Company Description