



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

### 募集職種

#### 人材紹介会社

JAC Recruitment Vietnam Co., Ltd

#### 求人ID

1505084

#### 業種

法律事務所

#### 雇用形態

正社員

#### 勤務地

ベトナム

#### 給与

経験考慮の上、応相談

#### 更新日

2024年11月19日 11:31

### 応募必要条件

#### 職務経験

3年以上

#### キャリアレベル

中途経験者レベル

#### 英語レベル

ビジネス会話レベル

#### 日本語レベル

ビジネス会話レベル

#### 最終学歴

短大卒：準学士号

#### 現在のビザ

日本での就労許可は必要ありません

### 募集要項

#### 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](mailto: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.

#LI-JACVN

#HanoiCity

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会社説明