



PR/094651 | [Legal] Secretary

Job Information

Recruiter

JAC Recruitment Vietnam Co., Ltd

Job ID

1536402

Industry

Audit, Tax Accounting

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

April 30th, 2025 15:55

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

In Hanoi

Company overview

Our client is a Japanese law

Job responsibilities

- 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)
- 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.
- Prepare, arrange for printing, saving, filing, binding and managing all documents, records, reports, etc... relating to client matters as requested by Lawyers and Paralegals for both Hanoi Office and Ho Chi Minh Office.
- Perform translation works relating to English and Vietnamese, arrange the outside translation and notarization through

the suppliers for both Hanoi Office and Ho Chi Minh Office.

- Formatting, proof-reading, creating diagrams, preparing ppt, etc. per requests of lawyers and paralegals.
- Conduct research on business information for the Firm and for clients upon requests of lawyers
- Liaison 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 are preferred
- Educational background: Bachelor's degree
- Skills: Excellent at MS Offices is a
- Other: reliable, responsive, hard-working, enthusiastic, kind and supportive person, able to work in team

BENEFITS

- Working hours: Monday to Friday, from 8:00 to 17:30, lunch break from 12:00 to 13:30.
- Competitive salary with attractive benefits
- Annual leave: 14 days
- Annual salary review based on performance

-

Due to the high volume of applicants, we regret to inform that only shortlisted candidates will be notified. Thank you for your understanding.

Company Description