



JAC Recruitment

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JAC Recruitment Vietnam

PR/096183 | Legal Assistant

Job Information

Recruiter

[JAC Recruitment Vietnam Co., Ltd](#)

Job ID

1609376

Industry

Legal

Job Type

Permanent Full-time

Location

Vietnam

Salary

Negotiable, based on experience

Refreshed

August 25th, 2026 11:06

General Requirements

Minimum Experience Level

Over 3 years

Career Level

Mid Career

Minimum English Level

Fluent

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

Company And Job Overview

JAC's client, a leading law firm, is looking for a Legal Assistant position.

Working location: Ho Chi Minh City

Job Responsibilities

- Conduct legal research on laws, regulations, and relevant policies;
- Draft, review, and prepare various legal documents;
- Represent clients in administrative procedures before governmental authorities;
- Prepare newsletters and create presentation materials for seminars;
- Provide support to other legal team members on assigned matters; and
- Perform other tasks as assigned by Senior Associates from time to time.

Requirements

- 2 -3 years of professional experience in a legal support or related role.
- Graduated from top-tier law universities in Vietnam.
- Minimum GPA of 3.3/4.0 (or equivalent)
- Strong English proficiency, including written and verbal communication skills.

Benefits

- Comprehensive healthcare insurance provided by a leading insurance provider.
- 13th-month Tet bonus.
- Annual performance evaluation, with eligibility for a performance bonus and salary adjustment based on individual performance and contributions.

Interested applicants, click **APPLY NOW**
#LI-JACVN

Notice: By submitting an application for this position, you acknowledge and consent to the disclosure of your personal information to the Privacy Policy and Terms and Conditions, for the purpose of recruitment and candidate evaluation.

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Company Description