

PR/096190 | Legal Assistant

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1609879

Industry
Legal

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 10th, 2026 04:00

General Requirements

Minimum Experience Level
Over 1 year

Career Level
Mid Career

Minimum English Level
Fluent Level

Minimum Japanese Level
None

Minimum Education Level
Associate Degree/Diploma

Visa Status
No permission to work in Japan required

Job Description

Company Overview
A well-established professional services firm providing high-quality legal and business advisory solutions to domestic and international clients across various industries.

Location
Hanoi, Vietnam

Key Responsibilities
• Assist legal professionals in researching legislation, regulatory updates, and industry-specific legal issues.
• Support the preparation, revision, and finalization of contracts, legal opinions, corporate documents, and other related materials.
• Coordinate and handle document submissions, licensing procedures, and interactions with relevant government agencies.
• Contribute to legal due diligence exercises and document reviews for client projects.
• Prepare legal alerts, client updates, articles, and presentation materials for events and training sessions.
• Maintain and organize legal records, databases, and client documentation.
• Liaise with clients and external stakeholders regarding ongoing matters under the supervision of senior team members.

• Provide administrative and project support to lawyers and consultants as required.

Requirements
• Bachelor's degree in Law from Hanoi Law University or the Diplomatic Academy of Vietnam.
• 1 to 3 years of experience in a law firm, consulting firm, or corporate legal environment.
• Strong legal research, drafting, and analytical capabilities.
• Excellent command of English, both spoken and written.
• Detail-oriented, organized, and able to manage multiple assignments simultaneously.
• Strong interpersonal and communication skills with a client-focused mindset.
• Proficient in Microsoft Office applications, particularly Word, Excel, and PowerPoint.

Benefits
• Attractive compensation package commensurate with qualifications and experience.
• Annual salary review and performance-based bonus scheme.
• Guaranteed 13th-month salary payment.
• Premium healthcare and medical insurance coverage.
• Opportunity to work on diverse and high-profile client matters.
• Structured learning, mentoring, and professional development programs.
• Clear career progression within a dynamic and collaborative work environment.
• Exposure to both local and international clients and projects.

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

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