

PR/096229 | [Hanoi] Legal Associate

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1612808

Industry
Legal

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
October 27th, 2026 06:00

General Requirements

Minimum Experience Level
Over 3 years

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 and Job Overview

A professional consulting firm is seeking a Legal Associate to support legal advisory projects, legal research, contract review, and regulatory compliance matters.

Job Requirements

- Qualified lawyer with a valid practicing license.
- Graduate of Hanoi University of Law and Diplomatic Academy of Vietnam
- Over 4 years of relevant experience in legal advisory, corporate legal services, or related practice areas.
- Strong legal research, drafting, and analytical skills.

- Excellent English communication skills, both written and spoken.
- Ability to manage multiple assignments and work effectively in a professional services environment.

Job Responsibilities

- Conduct legal research on laws, regulations, and regulatory developments relevant to client matters.
- Draft and review legal advice, contracts, agreements, and other legal documentation.
- Prepare legal updates, newsletters, and presentation materials for seminars and client events.
- Support senior legal professionals in project execution and client deliverables.
- Perform additional legal and administrative tasks as assigned.

Benefit

- Attractive salary package, negotiable based on qualifications and experience.
- Annual performance review with opportunities for salary adjustment and performance-based bonuses.
- 13th-month bonus.
- Comprehensive healthcare insurance coverage.
- Professional working environment with opportunities for long-term career development.

Due to the volume of applications, only shortlisted candidates will be contacted. Thank you for your interest.
#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