

PR/096366 | Legal Secretary

Job Information

Recruiter
JAC Recruitment Vietnam Co., Ltd

Job ID
1621165

Industry
Other

Job Type
Permanent Full-time

Location
Vietnam

Salary
Negotiable, based on experience

Refreshed
November 3rd, 2026 10:56

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

Location: Hanoi City

Company Overview
International professional services firm with a collaborative working environment, supporting multinational clients across a wide range of business and legal matters.

Job Responsibilities
- Provide comprehensive administrative and coordination support to consultants and professional staff in daily operations.
- Organize calendars, client appointments, business travel arrangements, and internal/external meetings.
- Draft, edit, and finalize correspondence, reports, meeting notes, presentations, and other business documents.
- Manage incoming and outgoing documents, courier arrangements, and records tracking to ensure smooth information flow.
- Maintain and organize physical and electronic filing systems, ensuring document accuracy and confidentiality.
- Coordinate document production, formatting, proofreading, printing, binding, and archiving activities.
- Support translation-related tasks between Vietnamese and English and liaise with external vendors for certified translation or notarization services when required.

- Conduct basic market, corporate, or background research to support ongoing client projects.
- Serve as a communication point between internal teams, clients, and external stakeholders.
- Assist with office administration and undertake ad-hoc assignments as requested by management.

Job Requirements
- Bachelor's degree in Business Administration, Law, Languages, or a related discipline.
- Minimum 3 years of experience in an executive assistant, secretary, administrative support, or similar position.
- Prior exposure to professional services, consulting, legal, or corporate environments is advantageous.
- Strong command of English for both written and verbal communication.
- Proficient in Microsoft Office applications, particularly Word, Excel, PowerPoint, and Outlook.
- Excellent organizational and multitasking abilities with strong attention to detail.
- Able to handle confidential information with professionalism and discretion.
- Proactive, dependable, service-oriented, and capable of working effectively within a team environment.
- Strong communication and interpersonal skills.

Benefits
- Attractive salary package aligned with experience, skills, and qualifications.
- Performance-based bonus and annual salary review.
- Comprehensive social, health, and unemployment insurance coverage in accordance with Vietnamese labor regulations.
- Additional healthcare and employee welfare programs.
- Annual leave entitlement and public holidays as regulated by law.
- Professional and international working environment with exposure to multinational clients.
- Opportunities for long-term career growth, skill development, and continuous learning.
- Monday to Friday working schedule with weekends off.
- Modern office facilities in a central Hanoi location.

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