



JAC Recruitment

We are recruitment specialists around the globe

Vietnam



PR/094651 | [Legal] Secretary

募集職種**人材紹介会社**

JAC Recruitment Vietnam Co., Ltd

求人ID

1536402

業種

監査・税理士法人

雇用形態

正社員

勤務地

ベトナム

給与

経験考慮の上、応相談

更新日

2025年04月30日 15:55

応募必要条件**職務経験**

3年以上

キャリアレベル

中途経験者レベル

英語レベル

ビジネス会話レベル

日本語レベル

ビジネス会話レベル

最終学歴

短大卒：準学士号

現在のビザ

日本での就労許可は必要ありません

募集要項**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

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

会社説明