



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**

1541400

**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06月17日 12:02

**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.

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会社説明