



PR/096183 | Legal Assistant

募集職種

人材紹介会社

JAC Recruitment Vietnam Co., Ltd

求人ID

1609376

業種

法律事務所

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

2026年08月25日 11:06

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

流暢

日本語レベル

無し

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

Company And Job Overview

JAC's client, a leading law firm, is looking for a Legal Assistant position.
Working location: Ho Chi Minh City

Job Responsibilities

- Conduct legal research on laws, regulations, and relevant policies;
- Draft, review, and prepare various legal documents;
- Represent clients in administrative procedures before governmental authorities;
- Prepare newsletters and create presentation materials for seminars;
- Provide support to other legal team members on assigned matters; and
- Perform other tasks as assigned by Senior Associates from time to time.

Requirements

- 2 -3 years of professional experience in a legal support or related role.
- Graduated from top-tier law universities in Vietnam.
- Minimum GPA of 3.3/4.0 (or equivalent)
- Strong English proficiency, including written and verbal communication skills.

Benefits

- Comprehensive healthcare insurance provided by a leading insurance provider.
- 13th-month Tet bonus.
- Annual performance evaluation, with eligibility for a performance bonus and salary adjustment based on individual performance and contributions.

Interested applicants, click **APPLY NOW**
#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.

Privacy Policy Link: <https://www.jac-recruitment.vn/privacy-policy>

Terms and Conditions Link: <https://www.jac-recruitment.vn/terms-of-use>

会社説明