

PR/096366 | Legal Secretary

募集職種

人材紹介会社
JAC Recruitment Vietnam Co., Ltd

求人ID
1621165

業種
その他

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11月17日 09:00

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
流暢レベル

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

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.

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