



## JOB DESCRIPTION

### - PRACTICE EXECUTIVE -

ACSV Legal is seeking a Practice and Business Development Executive to join our fast-growing independent law firm located in the heart of Ho Chi Minh City, Vietnam. Aside from a competitive remuneration package, this role offers the exciting opportunity for young professional executive to make a direct impact to the growth and success of our organisation. You will be working alongside an excellent team of lawyers and managers, with extensive experience in providing holistic business solutions to clients. We value and respect our people, and champion a healthy work environment that allows for work-life balance.

<b>Job Title:</b>	Practice and Business Development Executive
<b>Reporting to:</b>	Practice Manager
<b>Working hours:</b>	Full-time position Monday to Friday (inclusive)
<b>Salary:</b>	Salary and compensation based on experience

#### Key Responsibilities:

- Assist the Practice Manager with executing, and ensuring compliance with, the Firm's internal Policies and SOPs, including performing conflict checks.
- Develop strong working relationships and maintain a high level of day-to-day interaction with lawyers to ensure smooth communication flows between internal stakeholders.
- Review documents and other deliverables in accordance with in-house style guide and Brand Guidelines, including pitch materials, presentations, and responses to Requests for Proposals.
- Support the development and maintenance of proposal content, capability statements and keep the records updated.
- Assist with keeping the Firm's website and social media accounts updated and executing email marketing campaigns.
- Assist with preparing reports, updating internal performance trackers and other practice management tools, systems, and databases.
- Assist with preparing and coordinating submissions for major awards and legal directories.
- General clerical and administrative tasks, including filing, phone duty and coordinating meetings and other activities.
- Other duties as may be assigned.

#### The successful candidate should have:

- A Bachelor's degree from a reputable university. Legal, Marketing, Communications, Business, or other related fields preferred.
- 1-3 years' work experience preferred, but fresh graduates are encouraged to apply.
- Proficient in Microsoft Office / 365 applications (Word, Excel, Powerpoint).
- Familiarity with web editing, social media platforms and/or graphic design software a bonus.
- Prior work experience in a law firm or other professional service environment preferred.



**In addition, the successful candidate should have the following attributes and competencies:**

- Highly effective communicator (both orally and in writing) in English and Vietnamese.
- High EQ, with a strong ability to build and manage collaborative relationships with internal stakeholders.
- Strong organizational and planning skills.
- Proactive and able to take on a high degree of responsibility and self-manage a challenging workload.
- Commitment to produce high quality work that is consistent, accurate, thorough and demonstrates attention to detail.
- Self-motivated, with a positive can-do attitude.

**ACSV Legal is committed to equality and diversity and welcomes applications from all sections of the community.**

You can contact us to discuss this role in more detail or apply immediately via [info@acsvlegal.com](mailto:info@acsvlegal.com).

**Who are we?**

ACSV Legal is a corporate and commercial law firm practicing in Vietnam with a team of 24 lawyers who are qualified in Vietnam, the UK, the US and Malaysia in civil and common law jurisdictions.

ACSV Legal has one of the premier Corporate / M&A practices in Vietnam and its approach is to understand the legal, commercial and political dynamics of every matter. ACSV Legal has advised on various high profile complex cross-border M&A transactions which have been made possible by strategic and pre-emptive pre-deal restructuring. We advise on all types of commercial agreements, reviews contracts from both Vietnamese and foreign law perspectives. ACSV Legal has experience in advising clients on strategic investments, divestments, debt and security transactions, design and review of loan contracts, as well as capital contributions. We have extensive experience in private equity transactions with a focus on a strong commercial approach. This gives us a comprehensive understanding of the hurdles our clients may face.

Our Clients are comprised of both SEA businesses comprising rapid growth in Vietnam and foreign firms seeking to acquire or otherwise form businesses in Vietnam. They come from many sectors and industries including manufacturing, F&B, hospitality and leisure, education, pharma, health, beauty & fitness, IT, apparel and fashion, retail, and PR.

Our experienced team provides creative commercial and legal advice of the highest international standards provided within a Vietnamese context against a global perspective backdrop. Our core values include: commitment to our clients, integrity, diligence and the best service.