



JOB DESCRIPTION

- JUNIOR ASSOCIATE -

ACSV Legal is seeking a Junior Associate based in Ho Chi Minh City, Vietnam for a rewarding opportunity. We offer a competitive salary while allowing a reasonable work-life balance because we give people time with family and friends to enable our lawyers to re-charge their batteries. Become part of a great team with regular outside-office lunches and outings.

Job Title:	Junior Associate
Reporting to:	Associates, Senior Associate, Special Counsel
Working hours:	Full-time position Monday to Friday (inclusive)
Salary:	Attractive salary, subject to the candidate's qualification and experience
Benefits include:	Private medical insurance, parking allowances, 13 th month salary for 12 months of service (pro-rata)

Responsibilities:

The responsibilities of the positions include, but are not limited to:

- Conduct legal research and analysis of information and legal documents;
- Assist in drafting legal documents and submissions to government authorities under the instructions and guidance of Associates, Senior Associate and Special Counsel;
- Handle secretarial, admin, marketing, translation, and payment tasks under the instructions and guidance of Associates, Senior Associate and Special Counsel;
- Conduct legal research and other legal assistance tasks from time to time; and
- Any other tasks as assigned.

Qualifications:

- Law graduate possessing at least one year's experience in a law firm with a similar role;
- Fluent in both written and spoken English;
- Quick-minded, outcome-oriented;
- A positive, hard-working attitude with a willingness to learn; and
- Strong interpersonal skills, problem-solving skills, and teamwork.

Please feel free to contact us to discuss this role in more detail or apply immediately via this email HR@acsvlegal.com.