



## JOB DESCRIPTION

### - LEGAL INTERN -

ACS Legal is seeking a Legal Intern based in Ho Chi Minh City, Vietnam, who is oriented to work on dispute resolution practice, mainly focusing on international arbitration, for a rewarding opportunity of working in the **Dispute Resolution Practice** team of ACS Legal with the job details as follows:

<b>Job Title:</b>	Legal Intern
<b>Reporting to:</b>	Associates, Special Counsel – Head of Dispute Resolution Practice
<b>Working hours:</b>	Full-time position Monday to Friday
<b>Period:</b>	3 – 6 months and can be extended by the mutual agreement
<b>Allowance:</b>	Attractive allowance

#### Responsibilities:

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

- Assist in classifying case documents, docketing documents, and managing the documentation;
- Assist in drafting legal documents and submissions to adjudication authorities and other government authorities under the instructions and guidance of Associates and Special Counsel;
- Correspondence with state authorities and vendors;
- Handle secretarial, admin, marketing, translation, and payment tasks under the instructions and guidance of Associates and Special Counsel;
- Conduct legal research and other legal assistance tasks from time to time; and
- Any other tasks as assigned.

#### Qualifications:

- 3<sup>rd</sup> - 4<sup>th</sup>-year law student or equivalent with top academic credentials;
- Fluent in both written and spoken English (IELTS 6.5 or equivalent preferred);
- This position is also open to candidate who has experience in corporate advisory and licensing;
- Experience working in the field of arbitration is a plus;
- Experience in participating in moot court competitions, especially achieving a high rank therein is a plus;
- 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 [Thieu.Mai@acsvlegal.com](mailto:Thieu.Mai@acsvlegal.com) (Mr. Thieu Mai – Junior Associate).