



POSITION DETAILS

We are looking for a few corporate Junior Associates to provide support to our corporate partners and other legal professionals. This is a great opportunity to become a valued contributor to an established professional and growing team.

RESPONSIBILITIES

- Provide support for partners and other lawyers in preparing, revising and finalising legal and written documents
- Be part of the relevant team in conducting due diligence on transactions and preparing the due diligence report in part or in whole
- Conduct legal research and preparing the relevant memorandum or draft legal advice
- Properly review, proofread and assist with any materials, including documents, reports, memos, briefings, presentations, forms and other items ensuring accuracy and completeness
- Properly format and implement styles of legal documents
- Proactively contribute to office activities to ensure an efficient and cohesive team environment
- Attend meetings with partners and other lawyers as may be required
- Liaise with relevant Governmental authorities as may be required

KEY ATTRIBUTES

- High degree of professionalism that embodies DN Legal's values in any setting
- High level of writing skills and legal analysis in English and Vietnamese
- Proactive
- Detail-oriented and self-motivated
- Graceful and effective under pressure in a very demanding environment
- Highly organised and able to meet deadlines
- Able to discretely handle highly confidential information
- Able to manage multiple demands
- Strong work ethic
- Willing to learn
- Responds well to constructive feedback

QUALIFICATIONS

- 1-3+ years of work experience
- Experience managing legal documents
- Excellent and professional command of the English and Vietnamese in a written and verbal capacity
- Operates with a high degree of accuracy with strong attention to detail
- Ability to manage conflicting priorities while respecting tight deadlines
- Proven ability to establish professional working relationships with colleagues and external clients

APPLY

Please send your resume and cover letter by email to: Ms. Kim Cuong at cuong@daonguyenlegal.com