

Associate for Legal Practice

Vision & Associates, the largest local legal and consulting firm in Vietnam, specializing in Legal Practice – Intellectual Property Practice – Investment & Business Consulting Practice, is currently seeking qualified candidates for the position of **Associate** to work for **Legal practice** in our Hanoi head office.

JOB DESCRIPTION:

1. To research/ provide support to Lawyer/ conduct legal surveys effectively;
2. To provide legal advices, liaise, communicate and work with clients;
3. To meet and work directly with state authorities on client's legal matters;
4. To prepare/review and revise various kinds of contracts such as labor contracts, joint venture contracts, shareholder agreements, house lease agreements, purchase contracts, etc;
5. To act as legal advisor for foreign invested enterprise/ multinational corporation;
6. To provide legal opinions or advices on issues relating to foreign projects in Vietnam, corporate transactions, regulatory issues relating to investment in Vietnam, labour (foreign employments, work permits, temporary resident card, internal labour regulations, etc.), overseas investment, investment project-related issues, commercial law practice, etc.

REQUIREMENTS TO BE SATISFIED:

- University degree – Law graduate (Hanoi Law university or Law university – Vietnam National University, Hanoi are preferred);
- Experiences (minimum from 3 years) in any of the key

practice areas: M&A, banking & finance; corporate/commercial; energy/resource/projects; construction; and to a lesser extent, commercial litigation or being used to work in a law firm *are preferred*;

- Excellent research, analysis & communications skills;
- Fluency in English (listening, speaking, reading & writing);
- Ability to work independently and under high pressure.

COMPREHENSIVE EMPLOYEE BENEFITS:

- Working hours: 9:00 am – 6:00 pm
- Attractive salary, 13th monthly salary, and revenue bonus
- Paid leave: 12 days annual + 3 days sick leave
- Healthcare: Annual check-up
- Team Building: Company outing trips or annual summer holiday
- Other Benefits: As per Company policy

APPLICATION DOSSIER:

- Application letter (*in Vietnamese and English*);
- CV (*in Vietnamese and English*), with full details of personal information and working experiences (*if any*), and one (01) recent 4x6 photograph; and
- Copies of relevant degrees, certificates, transcript...

(Applicant's telephone number(s) is/are required for necessary contact).

You are invited to send your Application dossier to:

VISION & ASSOCIATES

Unit 308-310, 3rd Floor, Hanoi Towers

49 Hai Ba Trung Street, Hanoi.

Or:

By email: vision@vision-associates.com