JOB VACANCY:

RECEPTIONIST CUM ADMIN EXECUTIVE IN HO CHI MINH CITY OFFICE

LNT & PARTNERS is a leading full-service independent local law firm based in Vietnam with offices in Ho Chi Minh City and Ha Noi City. The firm is among Vietnam's most prominent, representing a wide range of multinational and domestic clients, including Fortune Global 500 companies as well as well-known Vietnamese listed companies on a variety of business and investment matters.

We are looking for qualified candidates for the following vacancy in Ho Chi Minh City's Office located at 21st Floor, Bitexco Financial Tower, No.2 Hai Trieu, Saigon Ward, HCMC, Vietnam:

RECEPTIONIST CUM ADMIN EXECUTIVE

Requirements:

Qualification:

- University degree in Administration or Linguistics.

Experience:

- A minimum of 1 year of working experience for an international or local law firm is preferred.

Responsibilities:

- Welcoming clients;

- Arranging facilities for meeting, training;

- Managing office stationery, office equipment; admin fees;

- Supporting business development and accounting department for paper works;

- Finding, contacting suppliers;

- Closely coordinating with building management for registration, maintenance and damage;

- Other administrative works shall be also assigned to you properly depending on your workload and working capacity.

LNTPARTNERS.COM

HO CHI MINH
Level 21, Bitexco Financial Tower
No. 02 Hai Trieu Street, Saigon Ward
Tel: +84 28 3821 2357

HA NOI
Level 12, The Pacific Place Building
83B Ly Thuong Kiet Street, Cua Nam Ward
Tel: +84 24 3824 8522

Skills and Abilities:

- Strong verbal and written skills in Vietnamese and English;

- Teamwork;

- Interpersonal skills (relate and interact with others);

- Clear communication skills;

- Enthusiasm and energy;

- Good looking.

Working location: Ho Chi Minh City

Interested candidates are invited to submit your applications in English and CVs (including your previous relevant working experience if any, attached with a 4 x 6 photo), and other documentation supporting your qualifications.

Please email your applications and relevant documents to:

Ms. Diep Thu Hoa at: **thuhoa.diep@LNTpartners.com**

Only qualified candidates will be notified.

More information is available at the website: www.LNTpartners.com

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