

JOB VACANCY:

SECRETARY 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:

SECRETARY

Requirements:

Qualification:

- University degree in Administration or Linguistics;
- University degree in Law is preferred.

Experience:

- Fresh graduated;
- Having working experience for law firms is preferred.

Key responsibilities:

- Filing documents;
- Printing and binding documents;
- Typing and editing documents;
- Obtaining company seal;
- Receiving and delivering documents;
- Arranging/ setting up meetings for Partners in charge;
- Setting daily reminders and schedules of events for Partners in charge;
- Preparing for business trips for Partners and team members;

- Reporting own daily to-do-list;
- Preparing business schedule & advance payments;
- Preparing, distributing documents for meetings and taking meeting minutes (if required);
- Expense claims;
- Inputting and managing contacts;
- Welcoming clients;
- Registering and managing client's matters;
- Other administrative works can be assigned to you properly depending on your workload and working capacity.

Skills and Abilities:

- Clear verbal and written skills in Vietnamese and English;
- Teamwork (the ability to be a helpful team member);
- Interpersonal skills (relate and interact with others);
- Enthusiastic and energetic;
- Dedicate, careful, organized, detailed and keen to learn;
- Good looking.

Working location: Ho Chi Minh City

Vacancies: 02

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. Le Tran Thanh Thuy at: Thuy.Le@LNTpartners.com

Only qualified candidates will be notified.

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

THANK YOU!