JOB VACANCY

LNT & PARTNERS is a leading full-service independent local law firm based in Vietnam with offices in Ho Chi Minh City and Hanoi. 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 vacancies in Ho Chi Minh City's Office located at **Bitexco Financial Tower, No.2 Hai Trieu, Sai Gon Ward**:

SECRETARY

Requirements

Qualifications:

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

Experience:

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

Key responsibilities:

- Providing day-to-day secretarial support, including filing, printing, binding, typing and formatting documents;
- Receiving, sorting and delivering incoming and outgoing documents, and arranging for the use of the company seal when required;
- Managing Partners' calendars, setting reminders, arranging meetings and preparing meeting documents and minutes when required;
- Assisting with business travel arrangements, schedules and advance payment requests for Partners and team members;
- Handling routine office administration, including monitoring stationery and supplies, coordinating with suppliers and arranging office equipment or maintenance when needed;
- Preparing meeting rooms and facilities for internal meetings and occasional client meetings;
- Welcoming and assisting visitors, and handling incoming calls and general enquiries in a professional manner;
- Supporting the BD and accounting teams with routine administrative documents, expense claims and data entry;

- Maintaining contact information and assisting with the registration and administration of client matters;
- Keeping track of assigned tasks and providing updates on work progress;
- Performing other reasonable secretarial and administrative duties in line with the role and workload.

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;
- Dedicated, careful, organized, detail-oriented and keen to learn;
- Professional and presentable appearance.

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.

Applications and relevant documentation must be submitted to the following address:

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

Only qualified candidates will be notified. Disqualified applications will not be returned.

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

THANK YOU!