

Role Description

Junior Legal Adviser



Overview:

DFDL was established in 1994 and built on a unique vision: to create an integrated legal, tax and investment advisory firm, with in-depth knowledge of the jurisdictions we work in, providing technical excellence across our core areas of expertise.

27 years later, DFDL continues to build on its reputation as the obvious first choice firm for sophisticated transactions in frontier markets across Asia and beyond.

As Southeast Asia and other emerging markets continue to expand and thrive, so has DFDL and we are now uniquely positioned to help clients access promising international growth opportunities in the world's most dynamic region.

With a team of over 170 local and foreign lawyers and advisers working within Asia, we provide personalized and cost-effective legal, tax and consulting services and solutions with particular expertise in:

- Aviation
- Banking, Finance & Technology
- Compliance & Investigations
- Corporate, Mergers & Acquisitions
- Dispute Resolution
- Employment & Labour
- Energy, Mining & Infrastructure (EMI)
- Real Estate & Construction
- Restructuring & Insolvency
- Taxation and Accounting

Position:

DFDL is looking for a Junior Legal Adviser to join our team in Hanoi, Vietnam.

The successful candidate will have the opportunity to work in a multi-cultural environment with career development and personal growth opportunities.

Reports to:	Head of Practice Group
Key external relationships:	Clients and Government Officials
Key internal relationships:	Partners, Managing Director, Deputy MD, all staff of the Office
Salary range:	Competitive, varying based on the qualifications and experience of the successful applicant.
Position type:	Full Time - regular
Applicants eligible:	Any qualified candidate
Working Hour	Monday to Friday, from 9:00am to 12:30pm and from 2:00pm to 6:30pm
Location:	Hanoi, Vietnam

Main Duties of the Role:

The following are the key duties and responsibilities that will be expected of you within the Firm:

- Provide legal and tax advice exclusively on behalf of the Firm and to clients of the Firm;
- Undertake all activities typical of a corporate and commercial legal adviser, including the drafting of advices, opinions and contracts (including share purchase agreements, subscriptions

agreements and shareholders agreements), negotiating contracts and managing due diligence investigations;

- Draft and deliver fee proposals, keep accurate time records, review and revise invoices, and assist in the collection of outstanding invoices;
- Interact with licensing and other regulatory authorities as needed for the provision of advice to the Firm's clients;
- Report to and take instructions from the Project Managers and any supervising legal and tax advisers;
- Assist other legal advisers, administrative personnel, other management personnel, and the Firm, as required;
- Participate in various administrative areas, such as finance, accounting, billing, government relations and administration;
- Participate actively in the Firm's business development efforts, including government relations, various chambers of commerce, business clubs, and other relevant groups; and
- Participate in knowledge management, professional development, and Firm administrative activities as requested;
- Other tasks not specifically listed in this document may be assigned from time to time.

Essential Skills & Experience:

- Holds a tertiary degree in Law, or another degree that includes significant studies in these disciplines;
- Professional work experience in legal advisory, or other related positions is an advantage but not required;
- Has experience and demonstrates the ability to draft contracts, letters of advice and legal opinions to a high standard;
- Demonstrates a good approach to problem solving, including lateral thinking ability;
- Has excellent communication skills in spoken and written English;
- Has good international legal writing skills;
- Has an enthusiastic attitude towards building a career as a Legal Adviser/Senior Legal Adviser;
- Demonstrates the ability to take the initiative and pay close attention to detail;
- Honesty, reliability, and a commitment to strict confidentiality;
- Is self-motivated and is committed to self-improvement; and
- Microsoft Office 2007 or 2010 – Word, Excel and Outlook.

Desirable Skills & Experience:

- Prior experience working at a law firm or multinational company is an advantage;
- Friendly and approachable, with good people skills;
- Ability to manage time and work under pressure to meet deadlines.

Contact Details:

Applications should be submitted by email to:

Ms. Trinh Minh Nguyet

Email: MinhNguyet.Trinh@dfd.com & Careers@dfd.com



Website: www.dfdl.com

Telephone: +84 24 3936 6411

Link to our online job announcement: <https://apply.workable.com/dfd/j/836998F3CD/>

Applications should include a curriculum vitae or resume, accompanied by a covering letter outlining the candidate's interest in and suitability for the position.

Please note that this position is open until filled. Applications will be reviewed and processed on a rolling basis and only shortlisted candidates will be contacted.