

# Role Description

## Legal Adviser (Vientiane)



### Overview

DFDL is a leading ASEAN with offices (or collaborating firms) in Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Philippines, Indonesia, Bangladesh, and Singapore.

As a full-service firm, DFDL provides legal and tax services across a variety of industry sectors. To better serve our clients' business needs, we have also organized our expertise into the following practice groups:

- Aviation
- Banking, Finance and Technology
- Corporate and Commercial
- Compliance and Investigations
- Dispute Resolution
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Employment and Labor
- Taxation

### Position

We are currently looking to recruit a qualified candidate to join our Vientiane office as a **Legal Adviser**.

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

<b>Reports to:</b>	Managing Director
<b>Key external relationships:</b>	Clients; Business Associations
<b>Key internal relationships:</b>	Partners, Directors, Senior Managers, and other staff
<b>Salary range:</b>	Competitive, based on the qualifications and experience of the successful applicant.
<b>Position type:</b>	Full Time
<b>Location:</b>	Vientiane, Lao PDR

### Main duties of the role

- Undertake all activities typical of a legal adviser including drafting contracts, advices, legal opinions and corporate documents and filings;
- Draft fee proposals, client alerts and keep accurate time records;
- Participate actively in the Firm's business development efforts, including activities with various chambers of commerce; and
- Participate in knowledge management activities and undertake continuing professional development.

### Essential skills

- Minimum 2+ years of PQE.
- Strong academic credentials, writing, analytical thinking, and communications skills are essential.
- Friendly and approachable.

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- Ability to manage time and work under pressure to meet deadlines.
- Proficient in both spoken and written English.

#### ***Desirable***

- Prior experience working at a law firm or as in-house counsel.

#### ***Contact Details***

Applications should be submitted to:

Email: [Careers@dfdl.com](mailto:Careers@dfdl.com)

Website: [www.dfdl.com](http://www.dfdl.com)

Online: <https://apply.workable.com/dfdl/j/19EEE37EB3/>

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

*All applications and expressions of interest will be treated confidentially and reviewed only by DFDL Senior Management and the Human Resources team.*

*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.***