

Role Description

Legal Adviser



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment expertise advisory developed throughout the South and Southeast Asia, and beyond.

With a team of over 150 local and foreign advisers in 9 countries (Cambodia, the Lao PDR, Myanmar, Thailand, Vietnam, Singapore, Bangladesh, Indonesia and the Philippines) including the collaborating firms, we provide unique value propositions and innovative solutions to our clients, with a particular focus on:

- Banking and Finance
- Corporate
- Mergers and Acquisitions
- Energy, Mining and Infrastructure
- Real Estate and Construction
- Taxation

Position:

DFDL is looking for a legal adviser to join the team in Bangkok, Thailand.

Reports to:	Head of Corporate and Commercial 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:	Thai nationals only
Working Hour	Monday to Friday, from 9:00am to 12:00pm and from 1:00pm to 6:00pm
Location:	Bangkok, Thailand

Main Duties of the Role:

- Report to and take instruction from the Partners, Managing Director/Deputy Managing Director and any supervising legal adviser;
- Provide legal advice exclusively on behalf of DFDL and to Clients of DFDL;
- Undertake all activities typical of a legal adviser, including drafting of contracts, letters of advice, legal opinions and other legal instruments;
- Draft and deliver fee proposals, keep accurate time records, review and revise invoices and assist in collection of outstanding invoices;
- Peer review the work of other advisers and provide constructive feedback as necessary;
- Supervise and provide leadership and coaching to more junior legal advisers and legal assistants;
- Participate actively in DFDL's business development efforts, including government relations, various chambers of commerce, business clubs and other relevant groups;

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Since 1994

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- Participate in knowledge management, professional development and Firm administrative activities as requested; and
- Other tasks not specifically listed in this document may be assigned from time to time.

Essential Skills & Experience:

- A tertiary degree in Law or another degree that includes significant studies in this disciplines;
- At least 3 years of professional work experience in legal advisory or other related positions;
- ability to draft contracts, letters of advice and legal opinions to a high standard;
- A good approach to problem solving, including lateral thinking ability;
- Excellent in communication in spoken and written English;
- Good international legal writing skills;
- Have an enthusiastic attitude towards building a career as a Legal Adviser/Senior Legal Adviser;
- Ability to take the initiative and pay close attention to detail;
- Honesty, reliability, and a commitment to strict confidentiality;
- Self-motivated and committed to self-improvement; and
- Microsoft Office 2010 or 2013 – Word, Excel and Outlook.

Desirable Skills & Experience:

- Prior work experience at a large-sized professional services firm is an advantage;
- Prior work experience in a multicultural workplace is an advantage;
- Friendly and approachable, with good people skills;
- Native level of English (written and verbal) would be an advantage.

Contact Details

DFDL (Thailand) Limited

AA Floor, Rajanakarn Building, 3 South Sathorn Road, Yannawa, Sathorn, Bangkok 10120

Fax: 02-059-4099

Telephone: +662 059 4090

Website: www.dfdl.com

Contact person: **Mrs. Narumol Purarattanapong-Office Manager**

Link to our online job announcement: <https://dfdl.workable.com/jobs/1130545>

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

Application shall be emailed to narumol@dfdl.com & careers@dfdl.com or submit in person to **Mrs. Narumol Purarattanapong**.

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.