

# Role Description

## Legal Intern (Hanoi)



### 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 170 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 seeking to hire a Legal Intern to join our team in Hanoi, Vietnam

<b>Reports to:</b>	Legal Advisers/Senior Legal Advisers
<b>Key external relationships:</b>	Clients, vendors, auditors and local authorities
<b>Key internal relationships:</b>	Partners, Deputy MD, all staff of the Office
<b>Salary range:</b>	Competitive, commensurate with experience and qualifications
<b>Position type:</b>	Full Time, 3 months of internship
<b>Commencement:</b>	As soon as possible
<b>Applicants eligible:</b>	Any qualified candidate
<b>Working Hour</b>	Monday to Friday, from 9:00am to 12:30pm and from 2:00pm to 6:30pm
<b>Location:</b>	Hanoi, Vietnam

### Main Duties of the Role:

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

- Report to and take instructions from Legal Advisers/Senior Legal Advisers;
- Provide support and assistance to Legal Advisers/Senior Legal Advisers;
- Do legal research under the supervision of Legal Advisers/Senior Legal Advisers;
- Draft client correspondence under the supervision of Legal Advisers/Senior Legal Advisers;
- Participate actively in the Firm's business development efforts, including government relations, various chambers of commerce, business clubs, and other relevant groups; and
- Undertake other duties as may be required from time to time.

**Excellence · Creativity · Trust**  
Since 1994

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e: hanoi@dfd.com

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### ***Desirable Skills & Experience:***

- Prior work experience at a professional global service company
- Prior work experience in a multicultural workplace
- Friendly and approachable with good people skills
- Microsoft Office 2007 or 2010 – Word, Excel and Outlook.
- Good English in speaking and writing

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

Applications should be submitted by email to:

Email:	<a href="mailto:Careers@dfd.com">Careers@dfd.com</a>
Website:	<a href="http://www.dfd.com">www.dfd.com</a>
Telephone:	+84 28 3910 0072
Online job announcement:	<a href="https://apply.workable.com/dfd/j/F92B9D15D8/">https://apply.workable.com/dfd/j/F92B9D15D8/</a>

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.