

Overview

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and advisory investment expertise developed throughout the Mekong region (Cambodia, the Lao PDR, Myanmar, Thailand, and Vietnam), Bangladesh, and Singapore and a dedicated focus on South and Southeast Asia, and beyond.

With a team of over 140 local and foreign lawyers and advisers in ten offices in Asia, and three collaborating firms in Cambodia, Indonesia and the Philippines, 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; and
- Taxation.

Position

DFDL Vietnam Office is looking for an **HR officer cum Personal Assistant to Country Managing Director**, to be based in HCMC Office.

Reports to:	Country Managing Director and Office Manager
Key external relationships:	Ministries, Public institutes, trainers, consultants, etc.
Key internal relationships:	Country Managing Director, Head of Hanoi Office, Head of Ho Chi Minh Office, all Heads of Practice Group, all Employees, and Regional HR Team.
Salary range:	Competitive commensurate with experience and qualifications
Position type:	Full Time – Regular

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Job Description

RESPONSIBILITIES

I. As HR Officer:

1- Recruitment, On-Boarding, Training and Termination

- Oversee the selection and recruitment procedure of the new candidates;
- Prepare the arrival of the new employee by following and completing the On-Boarding Check-list;
- Carry-out the On-Boarding Process: welcome, train and orient new comers about the office policies, procedures and equipment; complete the On-Boarding Schedule;
- Preparing labor contracts in accordance with Vietnamese Laws (updating template);
- Manage the Employee' Personal Files; and
- Prepare Exit Agreement, ensure Exit Agreement is signed and conduct Exit Interview.

2- Performance & Targets Review Process

- Ensure the effective implementation of the Performance & Targets Review (sending the yearly plan; send reminders; animate meetings with supervisors, collecting and follow-up the results etc.).

3- Maintaining Office Records

- In charge of updating all HRIS and HR files as per the standard operations.

II. As Personal Assistant:

- Prepare and arrange all internal/external meetings/events of the Country Managing Director ("CMD") and other persons including Partners as may be assigned;
- Assist the CMD in meetings with Partners, business-related discussions, and other similar activities;
- Coordinate communications with other offices;
- Within reasonable limits, ensure that the CMD is well-prepared for meetings;
- Providing extensive administrative support to the CMD and other persons including Partners as may be assigned;
- Prepare presentations and reports;
- Prepare, format and send memos, documents, and other similar items as instructed by the CMD and other persons including Partners as may be assigned;
- Deal with incoming/outgoing mail, fax, emails, and other such communications as instructed by the CMD and other persons including Partners as may be assigned; and
- Screen telephone calls, enquiries, and requests as appropriate and necessary.

REQUIREMENTS

Essential skills & experience:

- Hold a tertiary degree in any degree that includes significant studies in HR disciplines;
- Have at least two years of work experience in company formation process and documentation or other related positions;
- Demonstrate a good approach to problem solving, including lateral thinking ability;
- Have strong communication skills in spoken and written English;
- Have an enthusiastic attitude;
- Demonstrate excellent IT skills (MS Word, Excel, Outlook and internet search);
- Demonstrate the ability to take the initiative and pay close attention to detail;
- Exhibit honesty, reliability, and a commitment to strict confidentiality.

Desired skills & experience:

- Proven work experience as a personal assistant and/or HR Officer;
- Knowledge of office management systems and procedures;
- MS Office and English proficiency;
- Outstanding organizational and time management skills;
- Up-to-date with latest office gadgets and applications;
- Ability to multitask and prioritize daily workload;
- Excellent verbal and written communications skills in English and Vietnamese;
- Discretion and confidentiality;
- High School degree;
- Diploma or certification would be considered an advantage.

BENEFITS

- Personal healthcare plan
- Competitive salary
- 15 annual leaves

Contact Details**DFDL Vietnam Law Company Limited**

Hanoi office address: 9th floor, BIDV Tower 194 Tran Quang Khai Street, Hoan Kiem District Hanoi Vietnam.

Ho Chi Minh office address: Unit 2, 19th Floor, Green Power Building 35 Ton Duc Thang Street, District 1, Ho Chi Minh City, Vietnam.

Link to our online job announcement: <https://dfdl.workable.com/jobs/694999>

Other contacts:

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Applications should include a curriculum vitae or resume, 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, being reviewed only by DFDL Senior Management and Human Resources team.