

Role Description

Legal Assistant



Overview:

DFDL is a leading international law firm specialized in emerging markets with regional legal, tax and investment advisory expertise 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:

We are looking to recruit a **Legal Assistant** to be based out of the Firm's headquarters in Phnom Penh, Cambodia.

Reports to:	Adviser, Senior Adviser, Head of Practice group
Key external relationships:	Current and potential clients and government officials
Key internal relationships:	Managers, advisers and other support staff
Salary range:	Competitive based on the qualifications and experience of the successful applicant.
Position type:	Full Time - regular
Applicants eligible:	Local residents
Location:	Phnom Penh, Cambodia

Job Description:

- Undertake legal research tasks and assist in preparing simple legal memos in English;
- Assist the corporate secretary team, such as preparing standard minutes and resolutions;
- Undertake registration works with various ministries and government departments, such as company incorporation, specific licensing applications and labour registrations;
- Assist the M&A team on legal due diligence exercise, such as preparing corporate overview and conducting review of corporate related documents;

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BANGLADESH | CAMBODIA[†] | INDONESIA* | LAO PDR | MYANMAR | PHILIPPINES* | SINGAPORE | THAILAND | VIETNAM
*DFDL collaborating firms | [†]In commercial cooperation with Sarin & Associates

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- Provide other technical support to Advisers/Senior Advisers in the Business, Unit(s)/Practice Groups(s) to which you are assigned;
- Liaise with government officers at various ministries and government departments as required;
- Handle court, company, trademark and secured filing transactions searches;
- Review draft documents prepared by other staff to correct formatting;
- Prepare client correspondences in English;
- Draft fee proposals and keep accurate time records;
- Type documents and prepare presentations in Khmer and English;
- Translate legal and regulatory documents from Khmer to English and vice versa;
- Assist in the coordination and preparation of monthly legal update and Knowledge Management resources;
- Undertake general administrative duties, as requested;
- Other tasks not specifically listed in this document may be assigned from time to time.

Skills, Knowledge & Experience Required: (“Selection Criteria”)

- Holds a Bachelor of Law degree.
- Speaks and write Khmer, English (Mandarin is a plus).
- Has at least 1 to 2 years of professional work experience preferably with a law firm.
- Has a good understanding of corporate law of Cambodia.
- Has experience in legal research.
- Demonstrates the ability to take initiative, be self-motivated, and pay close attention to detail.
- Strong organizational skills. Has the ability to cope with competing demands and prioritize tasks.
- Ability to make decisions independently.
- Demonstrate excellent computer skills (MS Word, Excel, Outlook and internet research).
- Reliable and punctual.
- Exhibits integrity, reliability, and a commitment to strict confidentiality.

Desired skills & experience:

- Experience in working with people of varied cultural backgrounds.
- Is friendly and approachable, with good people skills.

Contact Details

DFDL Mekong (Cambodia) Co., Ltd.

№ 30, Norodom Boulevard, 4th Floor BRED Bank Building, Sangkat Phsar Thmey 3, Khan Daun Penh (PO Box 7), Phnom Penh, Cambodia.

Application shall be emailed to: careers@dfd.com

Website: www.dfd.com

Telephone: +855 23 210 400.

Link to our online job announcement: <https://dfd.workable.com/jobs/843652>

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.