

# Role Description

## Legal Assistant (Phnom Penh)



### 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
- Taxation

### Position:

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

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

**Excellence · Creativity · Trust**  
Since 1994

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

t: +855 23 210 400  
f: +855 23 214 053  
e: cambodia@dfd.com

BANGLADESH | CAMBODIA<sup>†</sup> | INDONESIA\* | LAO PDR | MYANMAR | PHILIPPINES\* | SINGAPORE | THAILAND | VIETNAM

\*DFDL collaborating firms | <sup>†</sup>In commercial cooperation with Sarin & Associates

[www.dfd.com](http://www.dfd.com)

# Role Description

## Legal Assistant (Phnom Penh)

---



- Assist the M&A team on legal due diligence exercise, such as preparing corporate overview and conducting review of corporate related documents;
- 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:**

**Mrs. Sophie Balavoine**

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

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

Phone: +855 23 210 400

Link to our online job announcement: <https://dfdl.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.