

Role Description

Legal Intern



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 as a Legal Internship to be based out of the Firm's headquarters in Phnom Penh, Cambodia.

Reports to:	Consultant, Senior Consultant, Head of Practice group
Key external relationships:	Clients, Government Ministries
Key internal relationships:	Managers, advisers and other support staff
Position type:	Full Time – Regular
Applicants eligible:	Local residents
Location:	Phnom Penh, Cambodia

Job Description:

- Provide administrative and technical support to Advisers;
- Liaise with government officers of various ministries and government departments as required;
- Review draft documents prepared by other staff to correct formatting;
- Prepare client correspondence and general legal forms/documents;
- Undertake legal research tasks;
- Type documents and prepare presentations in Khmer, English and Mandarin;
- Translate legal and regulatory documents from/to Khmer, English and Mandarin;
- Assist with soft and hard copy filing ensuring filing is done accurately;
- Assist in the coordination and preparation of Knowledge Management resources; and
- Undertaking general administrative duties as required., and
- Other tasks not specifically listed in this document may be assigned from time to time.

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Since 1994

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Phnom Penh, Cambodia

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e: cambodia@dfd.com

Essential skills & experience:

- Holds a Bachelor of Law degree or student in year 3 or 4;
- Speaks and write Khmer and English;
- Has a good understanding of business laws 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, and Outlook and internet research);
- Reliable and punctual.
- Exhibits integrity, reliability, and a commitment to strict confidentiality.

Desirable:

- Prior experience working at a professional service company, preferably a law firm, is an advantage;
- Prior experience working in a multicultural workplace is an advantage;
- Friendly and approachable, with good people skills; and
- Languages other than English and Khmer would be an advantage.

Contact Details

DFDL Mekong (Cambodia) Co., Ltd.

No 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://apply.workable.com/dfd/i/203456E054/>

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.