

Role Description

Regional Paralegal



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 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 for a **Paralegal** to support our regional advisers based in Bangkok, Thailand.

Reports to:	Partner, Head of DFDL India Desk, Head of the Regional Banking, Finance and Technology Practice Group & Head of the Indonesia Practice Group
Key external relationships:	Clients, Government Ministries and Business Associations
Key internal relationships:	Partners, Directors, Senior Managers and other staff
Salary range:	Competitive commensurate with experience and qualifications
Position type:	Full Time – Regular
Commencement:	To be agreed

Main duties of the role

- Preparing affidavits, legal correspondence and other documents for advisers;
- Preparing briefs, contracts, statements, and other legal documents;
- Organizing and managing documents, including the creation of spreadsheets and retrieval systems
- Coordinating the collection, review and production of documents and responding to discovery requests;
- Researching case-related factual issues using in-house files and outside reference sources;
- Gathering and analyzing statutes, decisions, and legal articles, codes, documents and other data
- Compiling information and, preparing statistics, charts, graphs and other summaries to detail the findings;
- Meeting with clients, advisers, and other professionals to talk about case details; and
- Helping prepare for delivery of cases' outputs by organizing meeting with the clients and assisting with other tasks as needed; and
- Acting as liaison among all parties including clients or other advisers for scheduling and sharing information; and
- Keeping law library up-to-date by monitoring legal volumes.

Excellence · Creativity · Trust
Since 1994

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Competencies Knowledge & experience

- Bachelor Degree;
- Paralegal certificate from an accredited program preferred, or a combination of education and/or experience;
- 3-4 years of significant and substantive experience as a paralegal/legal assistant in a law firm setting;
- Experience drafting and correcting legal briefs;
- Experience managing medium to large-scale document productions;
- Proficient with Microsoft Office, specifically Outlook, Word, and Excel;
- Strong oral and written communication skills;
- Excellent organizational skills;
- Must be able to effectively multi-task, manage time sensitive documents and have exceptional organizational skills in a fast-paced environment;
- Must be able to function effectively in a busy, team oriented environment.

Contact Details:

Applications should be submitted by email or by hand to:

Ms. Naramul Purarattanapong

DFDL (Thailand) Limited

No. 3, Rajanakarn Building,

AA Floor, South Sathorn Road, Yannawa Sub-District,

Sathorn District, Bangkok Metropolis 10120, Thailand

Email: Careers@dfd.com

Website: www.dfd.com

Link to our online job announcement: <https://apply.workable.com/dfd/j/3B1F8A720E/>

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.