

# Job Announcement

## Corporate Secretary/Paralegal (Yangon)



### 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

We are seeking enthusiastic, experienced and capable individuals with Myanmar law and/or tax expertise and consulting experience to join us in Yangon, Myanmar.

The successful candidate will have the opportunity to work in a multi-cultural environment with career development and personal growth opportunities.

<b>Reports to:</b>	Managing Director
<b>Key external relationships:</b>	Clients, Potential Clients, Ministries, MIC, DICA, Chambers of Commerce, Business Associations, etc.
<b>Key internal relationships:</b>	Partners, Directors, Advisers, Office Manager and other staff.
<b>Salary range:</b>	Competitive, varying based on the qualifications and experience of the successful applicant.
<b>Position type:</b>	Full Time – Regular
<b>Working Hour:</b>	Mon – Fri, 9:00 am – 12pm and 1:00pm – 6:00pm
<b>Location:</b>	Yangon, Myanmar Some short term travel to other locations may be required.

### Main duties of the role:

#### Corporate and Secretarial Works:

- Report to and take instruction from the Partners, MD/DMD and any supervising legal adviser;
- Prepare draft documents for incorporation of company/branch/representative office/association;
- Provide draft required documents for incorporation of company/branch/exclusively on behalf of the Firm and to Clients of the Firm;
- Provide advice related to corporative matters exclusively to clients of the Firm on behalf of the Firm;
- Undertake all activities typical of a corporate secretary/Paralegal;

**Excellence · Creativity · Trust**  
Since 1994

DFDL Myanmar Limited  
No 134/A, Than Lwin Road, Golden Valley Ward (1)  
Bahan Township (Box 729 GPO) Yangon, Myanmar

t: +95 1 526 180  
f: +95 1 526 180  
e: myanmar@dfd.com

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- Assist in drafting fee proposals, keep accurate time records, review and revise invoices, and assist in the collection of outstanding invoices;
- Consult with clients on corporate matters, assess their requirements and advise them on potential benefits given under law and regulation of the Union of Myanmar;
- Build effective communication with Government Officials;
- Assist to the work of senior advisers and provide constructive feedback as necessary;
- Need to travel to Nay Pyi Taw for submitting application of a company as necessary; and
- Coordinate with senior adviser, junior legal advisers and legal assistants.

### **Business Development and Knowledge Management:**

- Participate actively in the Firm's business development efforts, including government relations, various chambers of commerce, business clubs, and other relevant groups;
- Participate in knowledge management, professional development, and Firm administrative activities as requested; and
- Other tasks not specifically listed in this document may be assigned to you from time to time.

### **Skills, Knowledge & Experience Required:**

#### **Essential skills & experience:**

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

#### **Desired skills & experience:**

- Possesses or currently pursuing Accounting, Commerce Finance, or Law Degree;
- Knowledge of Myanmar laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process;
- Enthusiastic, willing to learn, attentive to detail and able to work in a team;
- Is friendly and approachable, with good people skills; and
- Prior experience working in a multicultural workplace is an advantage.

### **Contact Details**

#### **DFDL Myanmar Limited.**

Yangon office address: No 134/A, Than Lwin Road, Golden Valley Ward (1), Bahan Township (Box 729 GPO) Yangon, Myanmar.

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

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

Telephone: +95 1 526 180 and Mobile: +95 9 263 454 557

Contact person: **Ms. Thae Poe Chee Aye, Office Manager, based in Yangon office.**

Link to our online job announcement: <https://dfd.workable.com/jobs/631068>

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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.

Application shall be emailed to [careers@dfd.com](mailto:careers@dfd.com) or submit in person to **Ms. Thae Poe Chee Aye**.

All applications and expressions of interest will be treated confidentially, being reviewed only by DFDL Senior Management and Human Resources team.