

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.

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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No 30, Norodom Boulevard
4th 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[†] | INDONESIA* | LAO PDR | MYANMAR | PHILIPPINES* | SINGAPORE | THAILAND | VIETNAM
*DFDL collaborating firms | [†]In commercial cooperation with Sarin & Associates

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Role Description

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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; and
- Other tasks not specifically listed in this document may be assigned from time to time.

Skills, Knowledge & Experience Required:

- Holds a Bachelor of Law degree;
- Speaks and write Khmer, English and Mandarin;
- 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; and
- Exhibits integrity, reliability, and a commitment to strict confidentiality.

Desired skills & experience:

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

Contact Details

DFDL Mekong (Cambodia) Co., Ltd.

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

Email: careers@dfdl.com

Website: www.dfdl.com

Telephone: +855 23 210 400 | Mobile: +855 95 555 638

Contact person: **Mr. Keo Sereychan, Human Resources Officer**

Link to our online job announcement: <https://dfdl.workable.com/jobs/643435>

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@dfdl.com or submit in person to **Mr. Keo Sereychan**.

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