

**Brief Introduction
of the Firm**

www.dzungsr.com

HCMC Office: Unit 1605-16th floor, Saigon Riverside Office Center, 2A-4A Ton Duc Thang, Ben Nghe Ward, District 1, HCMC

Dzungsr & Associates LLC is a boutique shipping and ADR law firm, consisting of highly qualified Vietnamese lawyers who have assisted both international and local clients since 1997. The firm is internationally accredited as a leader in the fields of shipping and marine insurance laws as well as international commercial dispute resolution, being widely recognised within the local legal profession as well as the international business circle.

Job Title

Associate

Quantity

2

Job Descriptions

The primary tasks may include but not limited to:

- Conduct research and analysis of information/legal documents.;
- Organize and maintain documents in both paper or electronic filing systems;
- Gather and arrange evidence and other legal documents for associates and case preparation;
- Draft meeting reports; correspondence and legal advices for the cases;
- Get affidvits and other nortarized documents to prepare for hearings/courts;
- Assist associates during hearings/courts;
- Attend seminars / conferences and make report accordingly;
- Other tasks as assigned.

Requirements

- Bachelor degree in law
- At least 1 year of working at law firm.
- Good level of English
- Good command of MS Office
- Required skills: presentation and speaking skills

Benefits

- Competitive salary
- Professional working environment
- Health insurance

CV and relevant documents must be sent be email to adminsaiigon@dzungsr.com

Interview will be conducted in **September 2017**