



**DZUNGSRT & ASSOCIATES LLC**  
A Boutique Shipping & ADR Law Firm

**Brief Introduction  
of the Firm**

**Dzungsr & Associates LLC**

[www.dzungsr.com](http://www.dzungsr.com)

Saigon Office: 7<sup>th</sup> Floor, 162 Pasteur's Office Building, Dist 1, HCMC, Vietnam

PICC: Ms. Vu Luong An – Administrative Assistant at [adminsaijon@dzungsr.com](mailto:adminsaijon@dzungsr.com)

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**

**Secretary**

**Job Description**

- Answering and transferring all incoming calls.
- Greeting / welcoming clients and visitors of the Company
- In-charge of receiving/sending documents/ letters/ fax, then distributing them to respective persons/ departments
- Translating / reviewing documents relating to case files
- Arranging notarization/legalization of documents
- Assisting lawyers / clients on a case-by-case
- Keeping records of case files in hard and soft copies
- Managing contact information of clients related to the activities of the Company, and related management agencies.
- Performing other duties as assigned by partners/lawyers

**Requirements**

- Proficient in English. Knowing Korean / Chinese is an advantage
- Experience: Minimum 1 year in related field
- Good command of MS Office and office software.
- Good communication and interpersonal skill
- Customer / client focus
- Team working
- Good typing skills

**Benefits and  
deadline**

- Healthcare Insurance
- Company trip
- Holiday bonus
- Year-end review salary

Interview will be conducted in Ho Chi Minh City by **15<sup>th</sup> August 2019**