

**Brief Introduction  
of the Firm**

**Dzungsr & Associates LLC**

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

Hanoi Office: Unit 6 - 11<sup>th</sup> floor, Harec Building, 4A Lang Ha, Ba Dinh, Hanoi  
HCMC Office: 7<sup>th</sup> floor, 162 Pasteur, Ben Nghe Ward, D1, 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.

We are now seeking Legal assistant for both Hanoi and HCMC offices.

**Job Title**

**Legal Assistant**

**Job Description**

- Assist senior associate / associate in preparing for trials and court proceedings
- Do research work, filling various documents
- Investigate the facts of cases and ensure that all relevant information is considered.
- Identify appropriate laws, judicial decisions, legal articles and other materials for assigned cases.
- Compile, analyze, and organize information
- Prepare report and cases' summaries as instructed by the senior associate / associate.
- Keep cases organized by establishing and organizing files; monitoring calendars, meeting deadlines, documenting actions, confirming cases' status with associate.
- Organize and track files from case documents and make them available and easily accessible to associates
- Develop cases by maintaining contact with people involved in the case
- Other works as assigned.

**Requirements**

- Holder of Vietnamese Bachelor of Law Degree (LL.B)
  - Years of practical experience: at least **1** year
  - Good command of MS Office
  - Fluency in oral and written Vietnamese and English
  - Required skills: presentation and speaking skills
- Application, CV and relevant degrees shall be sent by email to [hanoioffice@dzungsrt.com](mailto:hanoioffice@dzungsrt.com).

**Benefits and  
deadline**

At Dzungsr & Associates LLC, you will be properly trained to be a specialized shipping lawyer or arbitration lawyer by leading international lawyers in the Asia Pacific Region. You will, therefore, be financially evaluated in accordance with successful level as directly accredited by the clients.

Interview will be conducted in Ho Chi Minh and Hanoi by 10<sup>th</sup> May 2014