
JOB DESCRIPTION – SENIOR ASSOCIATE (LEGAL)

Position Title:	Senior Associate
Position Description:	Full-time
Main place of work:	Hanoi, Vietnam

BACKGROUND

GH Consults LLC (“GHC”) is a corporate advisory firm specializing in Vietnamese regulations and economic policy. We help our clients successfully navigate the unique contours of the Vietnamese business and policy environment in order to make strategic and well-informed business decisions.

GHC is seeking a Senior Associate (Legal) to join its team and take an active role in execution and management of projects and key business development activities. The primary role of the post is to provide technically sound legal advice and support on a range of legal issues whilst building and maintaining productive relationships with clients and intermediaries.

KEY RESPONSIBILITIES

- > Spearhead and manage projects to support the client in ensuring law compliance or dealing with legal issues encountered in the course of business
- > Support senior Directors in executing business development activities
- > Review and revise project deliverable developed by team members to maintain high standard of professional service
- > Build and maintain productive working relationships with clients
- > Motivate consultant team, coach, support and provide guidance and on-the-job trainings to junior members
- > Undertake other project and firm development works as required.

EMPLOYEE BENEFIT PACKAGE

- > Salary: Base-salary subject to adjustment per your annual performance review
- > Annual Bonus: Entitled to an annual bonus which is primarily calculated in reference to your contribution to the firm’s business performance. Such bonus shall be payable at the end of year where the Employee has worked for 12 months, and be calculated pro rata to the period worked if such period is less than 1 year. The employee shall be liable for any personal income tax payable on the bonus
- > Insurance: Social, Health and Unemployment Insurance
- > Paid leave: Annual leave entitlement of 12 days

EDUCATION AND PROFESSIONAL CERTIFICATION

- > Having a legal background in commercial or economic or international trade laws
- > Holding a Lawyer Practicing Certificate is an advantage

KEY COMPETENCIES

- > Effective team management and leadership
- > Excellent writing skill
- > Fluent in English (spoken and written) and Vietnamese

WORK EXPERIENCE

- > 5 years of professional experience in legal practices and/or policy development
- > Experience with law enforcement bodies is an advantage

APPLICATION

To apply for this Senior Associate at GHC, please send a cover letter and your CV enclosed with copies of relevant qualifications and certificates to: info@ghconsults.vn. GHC will contact short-listed applicants to schedule an interview(s) with our management shortly.