



Position Summary

We are currently recruiting for a **Legal Secretary** in the Hogan Lovells Hanoi office. The candidates with working experience in international law firm is an advantage. Reporting to the Office Manager, the Legal Secretary will provide regular support to lawyers in the Hanoi and Ho Chi Minh City offices undertaking tasks including but not limited to:

ROLES & SKILLS

- Formatting of legal documents following the house style and format;
- Initiating conflicts checks and new business intake processes;
- Assisting with formatting fee proposals and engagement letters;
- Maintaining the IP database and assisting with IP administrative work;
- Arranging meetings and conference calls;
- Maintaining the contact database for lawyers;
- Maintaining physical and electronic filing systems;
- Assisting with the preparation of presentation materials;
- Coordinating with the office administration team for other relevant arrangements;
- Providing assistance in planning internal and external events;
- Archiving inactive files;
- Preparation of expense reimbursements for lawyers' business trips; and
- Other duties to be assigned as appropriate.

REQUIREMENTS

- Holding a University degree;
- A minimum of 3- 5 years' experience in a similar role, preferably in an international law firm environment;
- Native Vietnamese language skills;
- Excellent command of written and spoken legal English;
- Excellent personal communication skills and strong organizational abilities;
- High attention to detail, including exceptional proofreading skills;
- Ability to perform under pressure, independently and as part of a wider business services team;
- Consistent positive attitude with a "can do" mentality;
- Proven discretion and trust in dealing with confidential and sensitive information;
- Advanced PC skills, including Microsoft Word, PowerPoint and Excel, and ability to learn new IT skills such as InterAction and other database systems;
- Enjoy working as part of a team and demonstrate strong collaboration and co-operation with team members.

BENEFITS

- Competitive salary commensurate with experience and role;
- Premium healthcare insurance;
- 15 days' annual leave;
- Internal and external training programs;

- A firm that values your contribution, progression and development.

WHO WE ARE

Hogan Lovells is a top 10 global legal practice with over 2,800 lawyers operating out of 45 offices in Asia, the Middle East, Europe, the United States, Africa and Latin America. In Vietnam, we are one of the longest-established foreign law firms, having operated in the country since 1994, with offices in Ho Chi Minh City and Hanoi. Our multilingual, multicultural team of partners and lawyers provides domestic and international clients with a broad offering of legal services in relation to both outbound and inbound matters. We offer a multicultural environment and a friendly and supportive firm culture.

WE WOULD LOVE TO HEAR FROM YOU

Please send your application for a role with us to our Vietnam Recruitment team by email at vietnamcareers@hoganlovells.com including:

- A cover letter, in English, introducing yourself and the reasons why you believe you would be suited to a career at Hogan Lovells;
- A curriculum vitae (typed), including your educational background and work experience; and
- Copies of diploma and certificates.

Equal Opportunities Policy

It is the policy of Hogan Lovells to provide equal opportunities for all employees in relation to recruitment, training and promotion. Decisions in these areas will be made only by reference to the requirements of the job and shall not be influenced by any consideration of gender, race, ethnicity, religion, national origin, gender identity or expression, age, sexual orientation, or disability.