

## **JOB DESCRIPTION**

### **LEGAL ASSISTANT**

*Report to: Legal & PAC Director*

#### **❖ Key responsibilities**

- **Admin Work:**
  - ✓ Car rental and other transportation, traveling accommodation arrangements for Legal & PAC Director, follow up status and monthly payment
  - ✓ Periodically Stationery Ordering for all legal staff and following up the receiving note.
  - ✓ Contract and other legal documents scanning and filling service supplier, storing and filling all legal docs, key contact with contract and other legal documents scanning and filling service supplier
  - ✓ Checking the accuracy/sufficiency of all Documents which are required Legal & PAC Director approval.
  - ✓ Make appointments/ Meeting arrangements
  - ✓ Provide support in presentation consolidation
  - ✓ Translate documents when required
  - ✓ Perform general clerical duties to include but not limited to: photocopying & printing, faxing, mailing, and filing
  - ✓ Coordinate with HR to welcome the new employees: workplace, computer, email account, desk phone, SAP Account, etc.
  - ✓ Handle the communication channels for Legal function
  - ✓ Other works of Legal function assigned by Legal & PAC Director
- **Travel Arrangement:** Preparation of all needed logistics such as travel request, air ticket, accommodation, itinerary, visa applications and immigration formalities for Legal & PAC Director and Legal team.
- **Other tasks**
  - ✓ Do cash advance in system, monthly expense report
  - ✓ Raise PR/PO and follow up PR, PO process for DME of all activates manage directly by Legal function
  - ✓ Be responsible for taking care of Legal function's visitors coming to Vietnam such as visa, pick-up, Hotel booking.
  - ✓ Prepare, co-ordinate and distribute agendas, minutes and other relevant papers/information for executive meetings

#### **❖ Requirements**

- ✓ University graduation with related subjects
- ✓ Good at communication, interpersonal skill, organization skill
- ✓ Proactive, flexible and skillful in solving problems
- ✓ Able to work under pressure
- ✓ Good at MS Office
- ✓ Good at English skill