

JOB ANNOUNCEMENT

Do you dream big in legal profession?

Are you honest, patient, committed, hardworking and ready to help other?

The FLAG Law Office (The FLAG) is a leading law firms in Cambodia which having professional, experiences, and qualified lawyers, consultants and staff to offers a full set of legal services, in diverse areas includes but not limited to: Real Estate, Due Diligence, Construction Related License/Permit, Labor, Tax, Commercial & Contract Drafting and Legal Representation in both civil & criminal cases for all levels of court in Cambodia. **The FLAG** is looking for qualified individuals, who wish to grow and join the team, as full-time Legal Assistant, for a common success.

Position	: Legal Assistant (1 position)
Job Term	: Full Time
Location	: Phnom Penh
Reporting to	: Lawyer (s) Corporate and Litigation Team

1. TASKS / RESPONSIBILITIES:

- Providing administrative and technical support to firm;
- Liaising with government officers of various ministries and government departments as required;
- Drafting complaint, letter and other relevant documents for submission to court, mediation or arbitration proceedings and assist in handling matters in those forums;
- Translating legal and regulatory documents from/to Khmer, English and Mandarin;
- Undertaking legal research tasks;
- Assisting with soft and hard copy filing ensuring filing is done accurately;
- Performing other tasks as assigned.
- Maintaining custody of legal documents to ensure copyright handling;

2. QUALIFICATIONS:

- Bachelor degree of law or related to field;
- At least 1 year of experience in related field;
- Familiarity with Cambodian laws, especially corporate law;
- Good computer skills in MS Office (Word and Excel), Internet, E-mail and Power Point;
- Has advanced communication skills in spoken and written English and Khmer;
- Highly motivated, honest, flexible, creative and accountable;
- Experience in team working and able to work under pressure and deadline;

3. SALARY AND APPLICATION

Salary and benefits will be commensurate with experience. Women and men are welcome to apply.

Candidates may send their CV together with a recent photograph and Cover Letter (in soft or hard copy) with supporting certificates to our office or by email, by attention to Mr. **PHAN Chhienglong**: adminhr@theflaglawyer.com, no later than **April 04th, 2021**.

NOTE: Only shortlisted candidates will be contacted for interview.

