



Grünkorn & Partner Law Co., LTD
12th Floor TMS Building, 172 Hai Ba Trung Street,
District 1, Ho Chi Minh City, Vietnam
Tel: +84 8 7302 5772 Fax: +84 8 7302 5775
E-mail: recruitment@lawyer-vietnam.com

Admin Executive

Job Description:

- Work at reception, including receiving phone calls, greeting visitors and suppliers;
- Assist Managing Lawyer and Office Manager on assigned administrative tasks;
- Assist Executive Marketing and IT Solutions on implementing projects in field of marketing, esp. updating data in Mailchimp and working on social media campaigns and in internal IT systems, esp. related to software Odoo, keeping lists of clients and potential clients and other persons up to date;
- Study and implement specialized software solutions which are already used and also those to be implemented in future under guidance of Executive Marketing and IT Solutions;
- Assist in process of invoicing clients. This includes collecting information from all members of the team, working on odoo, collecting necessary data, keeping data up to date and coordinating workflow with Managing Lawyer and other persons involved;
- Other supporting tasks as required and assigned by Managing Lawyer, Office Manager, Executive Marketing and IT Solutions or Admin Executive.

Requirements:

- Fluent English language;
- Excellent interpersonal skills, ability and willingness to communicate clearly;
- Proven characteristic of working very meticulous, careful;
- Positive mindset, can-do attitude, pro-active thinking and action;
- Being friendly and patient;
- Ability to solve problems, also in case it is really a problem;
- Being eager to learn and being open for new ideas. Ability to acquire knowledge and apply it to concrete situations;
- 1 year working experience.

The successful candidate will mainly work at our office in Ho Chi Minh City, Vietnam.

Grünkorn & Partner Law Co., Ltd. offers you a great opportunity to develop personal and professional performance in an international dynamic working environment.

If you are interested and think that you are matching the requirements, please send us your application. This should include your CV and a cover letter explaining why you are interested in this offer and feel that

you are the right candidate. Please include information on your working experience and your expectations on the salary.

We will give high priority to applications which are complete, written carefully and are free of mistakes.

Please send the application per email to:

Grünkorn & Partner Law Co., Ltd.
Attn: Ms. Nguyen Duc Nga
172 Hai Ba Trung Street, Dakao Ward, District 1
Ho Chi Minh City, Vietnam
Email: recruitment@lawyervietnam.info

For further information please visit our webpage at www.lawyer-vietnam.com.