



GRÜNKORN & PARTNER LAW CO., LTD

Grünkorn & Partner Law Co., Ltd. is a German invested foreign law firm in Vietnam. The firm works in the WTS Global and the Lorenz & Partners group. We specialize in legal, tax and business consultation for foreign companies investing in Southeast Asia. Our clients are mostly large European enterprises investing or doing business in Vietnam. As a “One-Stop-Coordinator” we offer our clients integrated consulting services. Our concept is of particular interest to companies that, for reasons of efficiency, prefer to mandate only one consultant for the complete planning, handling and supervision of their entire engagement in Vietnam. Due to our long-time cooperation with partners, authorities and local companies, our company established a network that enables us to handle the projects in an efficient and target-oriented way. The economic success of our clients is our top priority. Therefore, instead of the usual standardized procedures used by most firms, we offer an individual and personal consultation customized to the particular project and the company’s requirements. Consequently, our consultants are available for questions at any time – even beyond regular office hours.

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

We are currently looking for our office in Ho Chi Minh City for a

Personal Assistant

We are looking for a responsible Personal Assistant to provide personalized secretarial and administrative support in a well-organized and timely manner. You will work on a one-to-one basis on a variety of tasks related to working life and communication of the managing lawyer.

Requirements

- Bachelor’s degree
- MS Office and English proficiency
- Outstanding organisational and time management skills
- Eagerness to think logically and analyze situations
- Practical approach for working
- Ability to prioritize daily workload
- Excellent verbal and written communications skills
- Discretion and confidentiality

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 personally and professionally in a dynamic, international environment and presents you a very attractive working environment. If you fulfill all our requirements, please send your application, including your expected salary and details on your working experience to:

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