



**Grünkorn & Partner Law Co., LTD**  
08<sup>h</sup> 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

Grünkorn & Partner Law Co., Ltd. is currently looking for our Ho Chi Minh City office for an

### **Administration Officer**

If you are interested in joining our team, you should meet the following Qualifications/Experience, by having:

#### **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;
- Fresh graduate or 1 year working experience
- Relevant Bachelor's degree

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