

JOB DESCRIPTION

CORPORATE LAWYER

Job Title:	Corporate Lawyer	Department:	Legal / Corporate Affairs
Job Level:	Manager	Report to:	Managing Director

PURPOSE OF THE ROLE

The **Corporate Lawyer** will be responsible for providing legal advice and support on a broad range of corporate, commercial, and transactional matters. This includes drafting and reviewing contracts, ensuring regulatory compliance, managing corporate governance, and supporting mergers, acquisitions, and investment activities. The role requires a strategic thinker with strong analytical skills and deep knowledge of corporate and commercial law.

KEY RESPONSIBILITIES

- Advise management and business units on legal rights, obligations, and risks in various business transactions.
- Draft, review, and negotiate commercial agreements, joint ventures, shareholder agreements, leases, and service contracts.
- Support M&A, capital raising, and investment projects, including due diligence and structuring.
- Ensure compliance with corporate and labor laws as well as internal governance policies.
- Manage and maintain corporate records, company registrations, and board resolutions.
- Liaise with regulators, external counsel, and other stakeholders on legal matters.
- Conduct legal research and provide written opinions and recommendations.
- Represent the company in negotiations and legal proceedings when required.
- Provide training and guidance to business units on legal and compliance issues.
- Monitor changes in laws and regulations that may affect the company's operations.

QUALIFICATIONS

- Bachelor's Degree in Law (LL.B.); Master's Degree or LL.M. preferred.
- Valid legal practicing certificate or bar admission in [Vietnam / relevant jurisdiction].
- Minimum 5–8 years of post-qualification experience, preferably in corporate/commercial law.
- Experience with cross-border transactions, M&A, or real estate projects is an advantage.
- Excellent understanding of Vietnamese corporate, investment, and commercial laws.

- Strong drafting, negotiation, and communication skills in both English and Vietnamese.
- High attention to detail and ability to work under pressure with multiple stakeholders.
- Integrity, professionalism, and sound business judgment.

KEY COMPETENCIES

- Legal drafting and analytical thinking
- Business acumen and risk assessment
- Negotiation and stakeholder management
- Communication and presentation skills
- Ethical decision-making and confidentiality