

JOB OPPORTUNITY

An & Lor Law Firm is a full-service business law firm registered with the Bar Association of the Kingdom of Cambodia. An & Lor commits to serve its clients and anticipate their needs to the best way possible with transparent, expeditious and professional legal assistance.

An & Lor is currently recruiting qualified candidates to fulfil the position of **2 (Two) full-time Legal Assistants**.

Scope of Work and Major Responsibilities

- Assist in drafting contracts/agreements, demand letters or legal opinions;
- Assist attorney-at-law and/or lawyer(s) in meeting(s) with clients;
- Assist attorney-at-law in the arbitration/court hearing;
- Assist lawyer(s) in undertaking registration with various ministries and government departments and liaising with government officers;
- Assist in case file monitoring;
- Conduct business/legal research in various particular areas of laws regulations and/or due diligence exercise;
- Assist in drafting correspondence and/or communication with external organizations and clients on the matters assigned from time to time;
- Review documentation and provide translation from Khmer to English and vice versa;
- Research legal questions and drafting memoranda for existing and court/arbitration cases;
- Research and draft internal materials for the firm management procedure; and
- Perform administrative, secretarial tasks and other related tasks which may be assigned from time to time.

Job Requirement

The requirement includes:

- Holds a bachelor degree in law or equivalent in related field
- Fluent in oral and written communication skills in Khmer and English and good knowledge in other languages, e.g. Chinese is an asset
- Good computer skills such as Microsoft office - Outlook, Excel, Word and PowerPoint
- Good time management and able to work under pressure
- Able to work independently with limited supervision
- Responsible, proactive and willing to learn new things and take on challenges
- Multi-tasker and good team player
- Attention to detail

How to Apply?

Interested candidates who qualify for the position may send their CV with cover letter to hr@anlor.legal or deliver to Building #36 (PPIU Building), 9th Floor, Street 169, Sangkat Veal Vong, Khan 7 Makara, 12253, Phnom Penh, Cambodia **no later than 20 October 2020**.

Only short-listed candidates will be notified and invited for an interview.
Competitive salary and benefits will be offered based on qualifications.

