



ក្រុមហ៊ុនច្បាប់ អាស៊ី កម្ពុជា
ASIA CAMBODIA LAW GROUP
亚洲柬埔寨法律集团

LEGAL & ADR

JOB ANNOUNCEMENT

Asia Cambodia Law Group (ACLG) is a dynamic working team of brilliant professional, experienced, knowledgeable, and highly qualified attorneys, consultants, and staffs who are all ready to assist Clients with increasingly challenging assignments that need to be handles to set up, to ensure continuity of, and to clinch further growth of their business. ACLG provides various types of Legal Services relating to investments, securities exchange, corporate (including company registration, business licensing, and contracts/agreements), banking and taxation, financial arrangements, intellectual property, due diligence, labor and commercial disputes resolution, and litigation.

Job Title : Legal Officer
Location : Siem Reap Branch Office
Deadline : 28th February 2019

ACLG is seeking for an experienced, qualified and talented candidate for serving as a full-time Legal Officer, to be based in Siem Reap (Branch Office).

Main Responsibilities:

Legal Officer will be mainly responsible for working the following assignments:

- Draft and review various type of contracts and other legal documents;
- Research and prepare legal opinions on various matters;
- Checking the process of licenses/permits at the ministry in charge or relevant institutions;
- Draft complaint, statement and other legal documents for submitting to the court on matter of Civil and Criminal case;
- Prepare case file and assist lawyer in all procedures at court;
- Complete other tasks as assigned.

Requirements:

- Holds a Bachelor of Law degree;
- At least 1 year experience in working as a professional legal assistant in a law firm or similar legal environment (company);
- Excellent command of English (Written and spoken);
- Be able to draft all type of contracts and other legal documents;
- Good knowledge of procedural laws, including civil and criminal procedures;
- Computer skills (Microsoft Office);
- Acting in a professional and ethical manner at all times;
- Ability to travel within Cambodia if necessary;
- Ability to work under pressure, cope with competing demands and prioritize tasks.

Application:

Candidates may send, no later than the deadlines above, their CV together with a recent photograph (in soft or hard copy) to the address below:

Address: The Kool Building, #18, Street No. 6, Taphul Svaydangkum, Siem Reap Province.

Telephone: +855 23 885 335 / +855 23 885 336 / +855 12 910 999

Email: info@aclf.com.kh

Website: www.aclf.com.kh

Facebook: Asia Cambodia Law Group

Note: Only short-listed candidates will be contacted for interview.