



## **Employment Opportunity**

HML Law Group & Consultants in partnership with HML XAT Consulting Co., Ltd. has positioned itself to be an integral part of the dynamic legal, business and development environment in the Kingdom of Cambodia. We stand ready to offer our services to a client base of Cambodian and international individuals, businesses, institutions, organizations and charitable or philanthropic entities, so that they can develop and implement their plans and relationships in Cambodia with security, confidence and success. With our fast growth, we are now seeking for customer-oriented and motivated individual to join our team in the following positions:

<b>Position</b>	<b>: Legal Adviser ( 1 Position )</b>
<b>Location</b>	<b>: Phnom Penh</b>
<b>Reporting to</b>	<b>: Directors</b>
<b>Subordinator</b>	<b>: Yes</b>

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### **1. TASKS:**

- Provide legal advice exclusively on behalf of the firm and to clients of the firm.
- Draft applicable contracts and legal instruments especially in the commercial, corporate, property, banking and related transactional areas; legal research and writing; drafting letters of advice and legal opinions.
- Draft documents for submission to court, mediation or arbitration proceedings and assist in handling matters in those forums.
- Draft and deliver fee proposals, keep accurate time records, review and revise invoices, and assist in the collection of outstanding invoices.
- Peer review the work of other advisers and provide constructive feedback as necessary.
- Provide guidance to Legal Assistants and other junior staff.
- Perform other tasks as assigned.

### **2. RESPONSIBILITIES:**

- Ensure high quality of advice provided on behalf of the firm.
- Ensure the completeness and correctness of all legal documents to be sent to clients or other staff.
- Maintains custody of legal documents to ensure copyright handling.
- Participate in business development of the firm.

### **3. QUALIFICATIONS:**

- Age: 27-35 years
- At minimum a University degree of law; Masters or Doctor of law is an asset.
- At least 3 years experience working as a professional legal adviser with a law firm or similar legal work environment.
- Computer knowledge (MS Office applications, especially Outlook, Word and Excel). Knowledge of PC Law would be favorable.
- Has advanced communication skills in spoken and written English and Khmer. Other language skills would be viewed with favor.
- Acts in a professional and ethical manner at all times.
- Is a team player with good people skills.

- Preferred if has an understanding of various Southeast Asian, European, North American and other social and business cultures, and how people with those cultural backgrounds interact.
- Ability to travel within Cambodia or overseas if necessary.
- Ability to work under pressure, cope with competing demands and prioritize tasks.

**SALARY**

Salary and benefits will be commensurate with experience. Women and men are welcome to apply.

**HOW TO APPLY:**

Interested applicants should submit their CV along with supporting certificates to our office or by email: [hr@hml.com.kh](mailto:hr@hml.com.kh) , no later than **10<sup>th</sup> February 2019**. Only shortlisted candidates will be contacted for interview.