



## 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 Assistant (2 Positions)</b>
<b>Job Term</b>	<b>: Full Time</b>
<b>Location</b>	<b>: Phnom Penh</b>
<b>Reporting to</b>	<b>: Legal Advisor and/or above</b>
<b>Subordinator</b>	<b>: Yes</b>

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### **1. TASKS:**

- Translate all documents into English and vice versa
- Assist legal team in legal research and in preparing legal documents for clients
- Assist in formatting the documents to be sent to client
- Provide general administrative support to the firm
- Manage client contact database
- Maintain and update firm's legal library
- Perform other tasks as assigned

### **2. RESPONSIBILITIES:**

- Ensure accuracy and quality of translated documents
- Ensure the completeness and correctness of all documents to be sent to clients and/or other Staff
- Keep updating the firm E-library with all laws and regulation

### **3. QUALIFICATIONS:**

- Age: 21-35 years
- Bachelor Degree in Law from a reputation institution
- At least 1 year of progressive experience relating to legal work
- Good command of English in both written and spoken, knowledge of French or Chinese is preferable
- Sound of computer literacy
- Dynamic, pleasant, hard working, honesty, and healthy
- Strong organization skill
- Good interpersonal and communication skill

### **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.