

## Intern

### About the role

<b>Role Title</b>	Intern
<b>Practice Group</b>	Employment & Labor / Compliance & Investigation
<b>Role Type</b>	Part-time or Full-time
<b>Location</b>	Hanoi / Ho Chi Minh City
<b>Main responsibilities</b>	<ul style="list-style-type: none"><li>▪ Preparing, drafting and reviewing legal documents and conducting various legal researches to provide analysis on legal regulations;</li><li>▪ Translating English/Vietnamese of legal documents, etc.;</li><li>▪ Performing other necessary tasks related to client alerts;</li><li>▪ Any other duties as may reasonably be assigned.</li></ul>
<b>Travel Requirements</b>	As required.

### About the team

<b>Function</b>	The Firm's PG support function works closely with fee-earners to deliver comprehensive, high quality and high value services to our clients. It is geared towards improving operational and financial performance, and constantly rethinking the services we offer, as well as developing new innovative solutions and platforms.
<b>You will report to</b>	Special Counsels and Practice Group Leader
<b>Your direct reports, if any</b>	N/A
<b>Key relationships</b>	<ul style="list-style-type: none"><li>▪ Practice Group Leader</li><li>▪ Employment Special Counsels</li><li>▪ Employment Associates</li></ul>

### About the candidate

<b>Requirement</b>	<ul style="list-style-type: none"><li>▪ Undergraduate or Bachelor's degree, preferably in Law or relevant area from top universities as Hanoi Law University, Ho Chi Minh City Law University, VNU, DAV, Foreign Trade University, National Economics University.</li><li>▪ Good command in English;</li><li>▪ Good analytical thinking;</li></ul>
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- Good drafting and research skills;
- Good knowledge of MS Office;
- Careful and diligent;
- Ability to multitask and organize daily workload by priorities;
- Ability to meet deadlines in a fast-paced and quickly changing environment;
- Excellent time management skills;
- Attention to detail;
- Good interpersonal and communication skills;
- Display of professional discretion and maturity.

## About Baker McKenzie

At Baker McKenzie, we are different from other law firms in the way we think, work and behave. With more than 6,000 locally admitted lawyers and more than 5,800 business service professionals in 78 offices worldwide, we have a passionately collaborative community of 60 nationalities and are committed to world-class career development to everyone in every job at every level. Baker McKenzie can offer you both the uncompromising commitment to excellence expected of a top firm and a distinctive way of thinking, working and behaving - as a passionately global and genuinely collaborative firm.

We are committed to promoting diversity and inclusion for all. Our unique international culture is reflected in the drawing together of a worldwide family of individuals from diverse cultures and backgrounds in all of our offices. We encourage the best people -- regardless of race, religion or belief if any, gender identity, disability, sexual orientation or age -- to fulfil their professional aspirations with us.

Please send your CV to Ms. Nguyen Phuong Hanh at [Hanh.Nguyen@bakermckenzie.com](mailto:Hanh.Nguyen@bakermckenzie.com)