

## JOB DESCRIPTION



POSITION: LEGAL SENIOR MANAGER

**Reporting to: EO (Executive officer/ DGM)**

Salary: Negotiate

### *Job Description*

#### **Main job purpose:**

- Be in charge of Legal Department of Hanoi HQ.
- Be responsible Legal matters HQ and North Region.

#### **Authorization:**

- Follow Company Duties and Authorities Matrix.

#### **Relations in job:**

##### **Internal**

- Legal Department
- All departments

##### **External**

- Local Authorities
- Professional advising company/consulting company
- Customers/ Vendors/ Related Parties

#### **Main Tasks**

##### **1. In charge of Legal Department and legal matters of HQ and North Region**

- Prepare, review and evaluate the legal documents and related documents of the business of the Company.
- Check, review for all types of documents, transaction documents between the Company and customers/vendors/3rd parties in HQ.
- Involve in prepare, unify and standardize contracts/agreements of Company with customers/vendors, standard Company's documents: Power of Attorney, Authorization letter, Letter of delegation...
- Participate into building and preparing Company's policies and procedures which are related to legal, law and regulation matters, compliance and law and regulation observation matters.

- Prepare documents, application dossiers, work and follow up with relevant authorities to complete procedures in accordance with the laws when implementing the project business or changing/updating the Company's ERC, IRC.
- Review and follow up with ongoing legal cases and disputes of the Company (if any).
- Coordinate with outside lawyer, professional and consulting service provider for legal matter or issue of the Company.
- Liaise with relevant departments to ensure that where legal risks have been identified and actions have been taken for business operation.
- Deliver legal advice/ consulting and professional advice to the relevant departments.
- Provide timely update/analysis for the new rules, regulations and control properly the implementation of action plans for new/ updated regulations, legal news internally.
- Perform any other duties or projects as assigned by upper management.

## **2. Staffing**

- Overview and control manpower resource of Legal Department.
- Provide training, coaching, orientation, training, and disciplinary actions for the subordinates.

## **3. Others**

- Other assignments for reporting/ tax works and activities by the direct superior.

## **Job Requirements**

### **Education**

- Graduated from the University of Law: Economic Law is preferable.
- Having Lawyer certificate is an advantage.
- English fluently in listening, speaking, reading and writing.

### **Experiences**

- At least 5 years of experience with professional legal qualifications and practical legal and commercial experience (logistics industry is an advantage).
- At least 2-3 years in manager level or managerial experience.

### **Soft Skills**

- Strong in verbal and written communication skills, attention to detail and interpersonal skills are essential.
- Be able to manage multiple priorities, work efficiently under pressure and consistently meet tight deadlines.
- Be able to communicate efficiently and work with business representatives.
- Good presentation and presentation skills.



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- Ability to collect, organize and classify information related to the problem to be solved.
- Knowledge of Vietnamese/ (Japanese) culture, history and government procedures.
- **Work time: Monday – Morning Saturday (08:00 – 17:30; 2 morning saturday/month)**
- **Work location: Cau Giay District, Ha Noi City**

**You are a best candidate!**