

JOB DESCRIPTION ASSOCIATE

About Sok Xing & Hwang

Sok Xing & Hwang is a premier law firm committed to the highest standards of integrity and excellence. Based in Phnom Penh with a network of partnering offices in Myanmar and Vietnam, we understand the needs and challenges of working and doing business in emerging market contexts. Our insight, international credentials and proven track record give us the ability to facilitate strategic investments in the region's labor-intensive industries and provide policy consultation on labor market governance and investment promotion. Our legal professionals are leaders in labor and employment law, structured finance, restructuring and commercial transactions, and we are fluent in multiple languages including Khmer, English and Chinese.

Careers at Sok Xing & Hwang

At Sok Xing & Hwang, we strive to be recognized by our clients and our community as setting the standard for integrity and exceptional performance. We know our success relies on attracting, developing and retaining the best people. We provide opportunities to do challenging and meaningful work in a culture of collaboration and high performance.

We are accepting applications for the position of **Associate** from principled and talented individuals to join our multi-cultural, dynamic, and fast-growing Firm.

Position:	Associate
Location:	Sok Xing & Hwang offices, based in Phnom Penh
Reporting to and taking instructions from:	Managing Director and Senior Directors
Salary:	A competitive salary package, based on qualifications and experience
Employment type:	Full Time – Regular

Key Duties and Responsibilities

- Provide high quality legal advisory services to clients of the Firm exclusively on behalf of the Firm – clients include industrial and service corporations, financial entities, investors, associations, government, NGOs and development agencies;
- Directly deal with clients, actively participate in matters from start to finish, and coordinate with legal and administrative staff to ensure the effective and efficient formulation and implementation of projects and deals;
- Conduct legal research and analysis, draft legal memorandum, contracts and letters of advice, and perform other legal work;
- Maintain the Firm's leading legal databases and knowledge management resources, including through coordination with ministries and government agencies on updated legal procedures, laws, regulations and policies;
- Participate in and contribute to the business development of the Firm;
- Peer review the work of other legal professionals and provide constructive feedback as necessary;
- Supervise and mentor legal assistants and other junior staff;
- Provide and supervise written and oral translation from Khmer to English or from English to Khmer; and
- Carry out other duties as assigned by the Managing Director or Senior Directors.

Required Qualifications

- Holds a Bachelor Degree of Law or higher;
- A minimum of two (2) years relevant work experience;
- Admission to the Bar Association of the Kingdom of Cambodia is an advantage;
- Demonstrated ability to draft legal instruments, including contracts, legal advice letters or opinions in both English and Khmer;
- Ability to pay meticulous attention to details;
- Excellent communications skills in oral and written English and Khmer; proficiency in other languages, especially Chinese, is an advantage;
- Honest and ethical individual who works to the highest standard of integrity and propriety, with a commitment to strict confidentiality;
- Ability to use MS Office suite, the internet, and e-mail

How to Apply for the Position

Interested candidates should send the following by e-mail to Ms. Heng Kanitha, Finance and Administration Coordinator, kanitha.heng@sxhlaw.com or by hand-delivery to Sok Xing & Hwang at No. 27B, Street 240, Chaktomuk, Daun Penh, Phnom Penh, Cambodia.

- A CV with 3 referees; and
- A cover letter outlining the candidate's interest and addressing the above-required qualifications

Only short-listed candidates will be contacted for interview. Applications will be processed on a rolling basis.