

JOB DESCRIPTION LEGAL ASSISTANT

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 **Legal Assistant** from principled and talented individuals to join our multi-cultural, dynamic, and fast-growing Firm.

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

Key Duties and Responsibilities

- Provide technical and administrative support to Directors and Associates, to whom they are assigned;
- Under the direction of Directors or Associates, liaise with relevant government agencies to obtain updated information about laws and regulations; ensure relevant registration procedures with the agencies are duly completed;
- Carry out legal research and analysis as assigned by Directors or Associates;
- Under the supervision of Directors or Associates, draft contracts, mortgage agreements and other legal documents;
- Manage court, company, and land searches;
- Assist with filing of documents, in both soft and hard copies;
- Provide written and oral translation from Khmer to English or from English to Khmer; and
- Carry out other duties as assigned by Directors or Associates.

Required Qualifications

- Holds a Bachelor Degree of Law;
- A minimum of one (1) to two (2) years relevant work experience;
- Good understanding of corporate and labor laws;
- Strong legal research and analysis skills;
- Ability to pay meticulous attention to details;

- Strong organization and time management skills;
- 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; and
- 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.