

## **Job Description Associate**

### **Job Summary**

An Associate assists Senior Associates and Partners to advise clients on legal transactions, conducting legal research, keeping client files up to date, settling legal disputes and drafting legal documents.

### **Job Scope and Responsibilities**

- Draft, and review legal documents, including but not limited to contracts, legal memorandums, and any other documents
- Assist with due diligence in legal matters
- Conduct legal research on complex issues
- Communicate with paralegals, senior associates and Partners, and any other members of the team, to ensure matters are run smoothly
- Maintain client files and records to ensure they are accurate and updated
- Develop rapport and solid collaboration strategies with management
- Attend to any projects and other duties as may be assigned

### **Job Skills and Qualification**

- Juris Doctor or Bachelor's Degree in law field
- Prior working experience with Corporate and Commercial matters is preferred but not mandatory.
- Strong English proficiency, ability to communicate in Khmer and/or Mandarin is also a plus
- Good analytical skills, meticulous, good business acumen and resourceful
- Strong verbal and written communication skills
- Good creative and legal writing skills
- Ability to work under pressure and meet deadlines
- Ability to work with the team and flexibility in a fast-paced environment
- Ability to coordinate complex projects and multi-task
- Ability to flourish with minimal guidance, be proactive and handle uncertainty
- Possess an open mind, growth mindset and willingness to learn