

Job Description Paralegal

Job Summary

Paralegals 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 research
- Assist with due diligence in legal matters
- Conduct legal research on complex issues
- Communicate with 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

- Currently pursuing a Bachelor's Degree in law or law-related 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