



JOB VACANCY

LNT & PARTNERS is a leading full-service independent local law firm based in Vietnam with offices in Ho Chi Minh City and Hanoi. The firm is among Vietnam's most prominent, representing a wide range of multinational and domestic clients, including Fortune Global 500 companies as well as well-known Vietnamese listed companies on a variety of business and investment matters.

LNT & Partners is now in need of qualified candidates for the following vacancies in Ha Noi's Office located at Floor 12, Pacific Place, No.83B Ly Thuong Kiet Street, Hoan Kiem District, Ha Noi, Viet Nam

RECEPTIONIST:

Requirements:

Qualification:

- University degree in Administration or Linguistics

Experience:

- A minimum of 1 year of working experience for an international or local law firm is preferred.

Responsibilities:

- Welcoming clients;
- Arranging facilities for meeting, training;
- Managing office stationery, office equipments; admin fees;
- Supporting business development and accounting department for paper works;
- Finding, contacting suppliers;
- Closely coordinating with building management for maintenance and damaging;
- Other administrative works shall be also assigned to you properly depending on your workload and working capacity.

Skills and Abilities:

- Strong verbal and written skills in Vietnamese and English;
- Teamwork (the ability to be a useful member of a team);
- Interpersonal skills (relate and interact with others);
- Clear communication skills;
- Enthusiasm and energy;

- Good looking

Working location: Ha Noi City

Interested candidates are invited to submit your applications in English and include the relevant information: CVs (including your previous relevant working experience, attached with a 4 x 6 picture), and other documentation.

Applications and relevant documentation must be submitted to the following address:

Ms. Diep Thu Hoa at: thuhoa.diep@lntpartners.com

Only qualified candidates will be notified. Disqualified applications will not be returned.

More information is available at the website: www.lntpartners.com