



## **Employment Opportunity**

HML Law Group & Consultants in partnership with HML XAT Consulting Co., Ltd. has positioned itself to be an integral part of the dynamic legal, business and development environment in the Kingdom of Cambodia. We stand ready to offer our services to a client base of Cambodian and international individuals, businesses, institutions, organizations and charitable or philanthropic entities, so that they can develop and implement their plans and relationships in Cambodia with security, confidence and success. With our fast growth, we are now seeking for customer-oriented and motivated individual to join our team in the following positions:

<b>Position</b>	<b>: Attorney-at-Law (1 Position)</b>
<b>Job Term</b>	<b>: Full Time</b>
<b>Location</b>	<b>: Phnom Penh</b>
<b>Reporting to</b>	<b>: Directors</b>
<b>Subordinator</b>	<b>: Yes</b>

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### **1. TASKS:**

- Provide legal advice exclusively on behalf of the firm and to clients of the firm.
- Draft applicable contracts and legal instruments especially in the commercial, corporate, property, and other related transactional areas.
- Represent clients at the court
- Draft documents for submission to court, mediation or arbitration proceedings and assist in handling matters in those forums.
- Keep accurate time records, review and revise invoices, and assist in the collection of outstanding invoices.
- Peer review the work of Legal Advisers and provide constructive feedback as necessary.
- Provide guidance to Legal Assistants and other junior staff.
- Perform other tasks as assigned.

### **2. RESPONSIBILITIES:**

- Ensure the high quality of advice provided on behalf of the firm.
- Ensure the completeness and correctness of all legal documents to be sent to clients or court.
- Participate in business development of the firm.

### **3. QUALIFICATIONS:**

- Age: 27-35 years old.
- Minimum of a Bachelor Degree of Law.
- Membership in the Bar Association of Cambodia.
- At least 3 years experience in law practice in the Kingdom of Cambodia.
- Sound knowledge of Commercial Law and Labor Law.
- Computer knowledge (MS Office applications, especially Outlook, Word and Excel). Knowledge of PC Law would be favorable.
- Good communication skills in spoken and written English and Khmer. Other language skills would be favorable.
- Acts in a professional and ethical manner at all times.
- Is a team player with good people skills.

- An understanding of various Southeast Asian, European, North American and other social and business cultures, and how people with those cultural backgrounds interact is preferable.
- Ability to travel within Cambodia or overseas if necessary.
- Ability to work under pressure, cope with competing demands and prioritize tasks.

**SALARY**

Salary and benefits will be commensurate with experience. Women and men are welcome to apply.

**HOW TO APPLY:**

Interested applicants should submit their CV along with supporting certificates to our office or by email: [hr@hml.com.kh](mailto:hr@hml.com.kh) , no later than **31<sup>st</sup> January 2020**. Only shortlisted candidates will be contacted for interview.