	Form Code: VCRE_HCNS_JD_Legal Executive
	Lần ban hành: 01
	Ngày : 01 st Jun 2022
	Trang : 1/2
JOB DESCRIPTION CORPORATE LEGAL MANAGER	

I. JOB DESCRIPTION

LEGAL REVIEW


- Negotiating, reviewing and drafting documentation for business transactions and prepare, advise on the necessary checklist to be adopted to ensure information is submitted on time
- Reviewing all contracts or any other documentation where the Company has committed itself and assess legal implications that need to be brought to the executive management's attention
- Reviewing all contracts/ agreements with suppliers/contractor on daily activities of the company, especially FIDIC, and issue templates of contract to serve related departments' use; providing legal advices to settle disputes
- Liaising with lawyers, clients, partners regarding to legal matters
- Attending Board Meetings, advise the Board of Management on the laws of Vietnam and ensure that the decisions made by the Board are in accordance to the law
- Maintaining company's records and certificates in accordance to the current law. Update these records when necessary

M&A AND COMMERCIAL DEALS

- Discuss and built the structure of trading real estate; drafting and issuing templates of deposit contract/ agree/ SPA and relevant documents which shall be signed with customers for selling real estate products in various form of project: housing, resort property, condominium, detached house, and coordinate with relevant departments to finalize the templates
- Researching and providing legal advices to the company and its subsidiaries and projects on relevant legal matters with respect to corporate, real estate development and projects
- Implementing procedures for business registration, licensing investment, construction permits and others for real estate projects

COMPLIANCE & LEGAL CONSULTING

- Preparing and organizing company's minutes and decisions in accordance to the company's charter and current law of Vietnam
- Keeping up to date with changing legislation
- Monitoring, updating, synthesis, counseling issues related to regulations, guidelines and policies of the State relating to real estate, labor and corporate legal entities
- Participating in solving problems related to legal duties as assigned by the CEO
- Participating in the negotiation, drafting, commenting the resolutions of the Shareholders, the Board of Management, the legal documents, contracts, agreements, project documents of Company
- Handling disputes in the agency proceedings under the assignment / authorization of the CEO
- Joining dispute resolution, appeals (if any)
- Performing other functions when be required by CEO

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JOB DESCRIPTION CORPORATE LEGAL MANAGER	

II. JOB REQUIREMENTS

- Bachelor's law degree is must
- Excellence English is must
- In-depth knowledge of regulatory law, real estate, construction, housing law.
- Ability to provide independent advice (orally and in writing)
- Proven ability to delicately solve sensitive matters
- Writes clearly and succinctly in an interesting and convincing manner. Structures information in a logical manner to facilitate understanding by the intended audience
- Have understanding of foreign (international) laws, Enterprise Law, Real Estate Law and familiar with drafting corporate documents