



JOB VACANCY

Position: Business Development Executive

Location: Bitexco Financial Tower, Ho Chi Minh City

Type: Full-time

About Us:

LNT & PARTNERS is a leading full-service commercial law firm with offices in Ho Chi Minh City (HQ), Hanoi and Singapore. 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.

Role summary:

As a member of the Business Development team based in Ho Chi Minh City, the successful candidate will assist the BD team for developing and executing all of the firm's business development and marketing programs, working closely with Partners to raise the firm's profile, increase visibility and brand recognition to strengthen and expand the firm's client base.

Key Responsibilities:

- Assist BD team with to develop and implement strategic business development plans.
- Actively develop and maintain a deep understanding of the firm's key sectors and the competitive position of the Firm's key sectors through extensive internal and external research.
- Work closely with the teams to implement marketing activities in line with business plans and the firm's strategy, including profile raising of sectors as well as individuals (partners) within that sector.
 - Teaming with lawyers to collect deals for submission;
 - Preparing draft submissions on schedule;
 - Assisting the Partners in following up with contacts in the referee list;
 - Assisting to arrange interview schedule with researchers.
- Communications/Content Development:
 - Continuously review and update the firm's suite of marketing materials (capacity profile, deals list, brochure, leaflet, standee, etc.);
 - Assist to manage and coordinate the firm's digital marketing platforms (website, Facebook, LinkedIn, Twitter and other external communication channels);

- Prepare artwork design for the firm's content by using graphic design software such as AI, Indesign, Photoshop or outsource to external vendors;
- Coordinate with teams to prepare and issue of press releases.
- Support business development events, including business/legal seminars, client appreciation/networking events for existing and prospective clients, webinars...
- Administrative Support:
 - Maintain accurate and up-to-date records of the firm's awards and league table rankings.
 - Coordinate with team to implement legal briefing/publication timetable and assist in dissemination where appropriate;
 - Assist in the design and preparation of the firm's merchandise;
 - Assist in the preparation of client gifts for Mid-Autumn/ Lunar New Year holidays;
 - Track and report BD spending and prepare payment request on timely basis.

Requirements

- Bachelor degree in Business Administration, Marketing, Communication or related field;
- Excellent English and Vietnamese (verbal and written) communication skills;
- Strong organizational skills and attention to detail.
- Ability to work collaboratively within a team and independently.
- Able to manage multiple tasks and projects concurrently
- Excellent communication and interpersonal skills
- Experience with/and a strong understanding of legal marketing and advertising is preferred.

Interested candidates are invited to submit applications in English to Ms. Diep Thu Hoa (thuhua.diep@lntpartners.com) and include the following information: CVs (including your previous relevant working experience, attached with a 4 x 6 picture) and other supporting documentation.

Only qualified candidates will be notified. Disqualified applications will not be returned.
More information is available at the website: <http://lntpartners.com/>