

Legal Admin, Paralegal, Legal Assistant

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Company: Michael Page

Location: Bangkok

Category: other-general

Assist in the preparation and review of legal documents

Attention to detail, Excellent organizational skills

About Our Client

A leading global company in Business Services sector.

Job Description

Provide essential support to legal professionals

Assist in the preparation and review of legal documents

Maintain organized and accurate legal files and databases

Communicate effectively with clients and legal team members

Uphold confidentiality and ethics in all aspects of legal work

The Successful Applicant

Strong attention to detail and excellent organizational skills

Background in legal studies or a related field is advantageous, but not mandatory

Proficient knowledge of contract drafting and legal terminology

Excellent communication and interpersonal skills

Ability to prioritize tasks and work efficiently in a fast-paced environment

Commitment to upholding ethical standards in legal practice

What's on Offer

Opportunity to work with an esteemed legal team

Professional growth and career development prospects

Engaging and collaborative work environment

Competitive compensation and benefits package

Excellent command of Thai Language, English would be an advantage

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