

**Employer: KCN VIETNAM**

**Title of Internship: Paralegal Intern**

**Division: Legal**

**Location: Level 10, 117 Nguyen Cuu Van, W.17, Binh Thanh Dist., Ho Chi Minh City, Vietnam.**

**Full Time, Summer 2022**

**Stipend**

**Description**

KCN Vietnam is a leading industrial real estate developer, providing ready-built factories and warehouses for investors looking for industrial properties. We have projects across the north and south of Vietnam, with over 250 HA of land in our landbank. Currently, we are growing at a fast rate, and we are looking for dynamic young interns to join our rapidly expanding team!

**Responsibilities**

1. Performs administrative duties in support of the Legal department

2. Assists in the document systemizing and archival.

3. Doing legal research and checking the legal practices under the Senior levels’ guidance

4. Processes paperwork for some legal matters under the Senior levels’ instructions

5. Provides support in licensing tasks under the Senior levels’ instructions

**Qualifications:**

Bachelor of Law, or law students (4th year).

An interest in legal practices

Good oral, written, and communication/presentation skills

Preferably bilingual Vietnamese and English or working proficiency in either one