

Intern/Trainee

Description

ILCT is a prominent boutique Thailand based international law firm operating in the heart of buzzing Bangkok City. We have been established since 1966 and have been operating for more than 5 decades long.

Responsibilities

We are looking for a dynamic, energetic intern/trainee who is eager to learn about our firm by assisting various departments. You will be working closely with our team on various tasks assigned by supervisors.

You will have a chance to work with multiple departments such as: Corporate M&A, Immigration, Tax, Land, Intellectual Property or Marketing.

Key Responsibilities:

- Fulfill tasks set out by supervisors from various departments
- Perform research upon supervisor's request
- Review various documents
- Update various data (e.g. social media)
- Ensure that all tasks are completed accurately and timely

Qualifications

- Third/Fourth year student or recent graduate
- Good academic record
- Preferably law, natural/applied science, computer science, engineering student/graduate
- Proficiency in Microsoft Office suite and current technology
- Ability to multitask
- Eager to learn and work with various departments in the firm
- Good command of English

Job Benefits

Interested candidate is invited to send the following:

1. English cover letter
2. Detailed resume
3. Academic transcript
4. Recent photo

Please send the above to [law@ilct.co.th] or click the "Apply" button on this page.

Hiring organization

ILCT Ltd.

Employment Type

Intern

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Valid through

25.12.2020

Beginning of employment

As applicable

Duration of employment

As applicable

Job Location

Sathorn, Bangkok, Thailand

Working Hours

8.30 am – 5.30 pm