



Transforma Travel Group - Job Description

Legal and Compliance Associate - HCMC

Transforma Travel Group is a leading youth travel company. Transforma's family of brands create culturally enriching, off-the-beaten-track, and educational adventures for travellers and students alike. Across all our brands, our mission is the same: to expand minds through transformative travel experiences.

The Dragon Trip is a leading tour provider for affordable adventure tours across Asia, while The Coyote Trip provides affordable tours across the USA and Canada. Both companies focus on showing the real side of the countries we visit, through engaging backpacking trips that aim to broaden cultural understanding amongst the next generation of global citizens.

The Learning Adventure is a leading educational tour provider for school and university students, operating educational trips across the globe. The company focuses on offering bespoke itineraries that deliver prescribed learning outcomes and unique, engaging activities to inspire the next generation of global citizens.

The Role:

We are seeking a detail-oriented Legal and Compliance Associate to support the development, revision, and review of company agreements, policies, and supplier contracts. This role involves conducting research on local business laws across regional offices, assisting with insurance and industry accreditation renewals, and collaborating with legal, accounting, and consulting professionals to ensure smooth operations. Ideal candidates will have a legal background (LLB or higher), strong research and communication skills, and an interest in business processes. Experience in the travel industry is an added advantage.

Responsibilities:

- Gain a thorough understanding of the company structure and various business administration requirements.
- Developing, Updating, and Reviewing company Agreements and supplier contracts
- Developing, Update and Reviewing Company Policies



- Conduct extensive research on local business laws in all our regional offices to ensure compliance for all companies in our group.
- Assist in maintaining appropriate levels of insurance for all group companies.
- Support the renewal of accreditations with various industry bodies (e.g., ATOL, TOPP, ABTA).
- Collaborate with legal, accounting, and consulting professionals in each region to ensure smooth business operations.
- Communicate effectively with directors, finance, HR, and other departments to facilitate business procedures.
- Respond to miscellaneous requests and complete forms related to business administration, licensing, and insurance.
- Assist other departments by providing guidance on business structure to complete tasks.
- Handle sourcing and contracting of non-operational expenditures (e.g., office space).
- Assist with projects for the Legal and Compliance department as required

Education background and Work Experience:

- LLB or higher level of university degree in Law.
- 0-2 years of relevant legal experience, either through law firm internships, clerkships, or entry-level associate roles for entry level applicants.
- 3- 5 years of post-law school with extensive experience as a practicing attorney, typically in a law firm setting for the mid-level applicants.
- Experience with legal research, drafting legal documents, client interaction, and negotiation experience, as applicable.
- Experience in the Travel industry is an added advantage

Competencies:

- Proficiency in legal research using online databases and other resources.
- Strong writing and analytical skills, demonstrated through legal memoranda, briefs, and other written work.
- Strong interest in the technical aspects of business processes and structures.
- Excellent written and verbal communication skills in English is a must.
- Proficiency in Microsoft Office (Word, SharePoint, Excel, PowerPoint).
- Strong business acumen and attention to detail.
- Problem-solving skills



- Strong research skills, with the ability to prepare detailed proposals and reports.
- Proficiency in written and verbal communication skills in Chinese is a plus

Terms:

- You will be reporting to the Legal and Compliance Manager
- Competitive salary, dependent on experience.
- Hybrid working model

Application Process:

Interested candidates should submit their resume detailing their qualifications and interest in the position to **anh.truong@transformatravelgroup.com**