

JOB TITLE

- Junior Lawyer.

JOB DESCRIPTION

Reporting to the Legal & Administration Officer, the successful candidate will be in-charge of the following duties:

- To assist the Legal & Administration Officer in drafting memos, official letters, all kinds of contracts and other legal documents;
- To prepare minutes of meetings;
- To liaise with the Company's out-sourced legal consultant(s) and law firm(s) for litigation matters;
- To liaise with the Company's Affiliates and departments;
- To perform legal research;
- To check legal forms for accuracy;
- To prepare regular reports.

To apply for this position, the candidate must meet the below requirements:

- Hold a Bachelor Degree in Law from a recognized University;
- Previous experience as an in-house lawyer or within a law firm;
- Bilingual in Arabic and English;
- Familiar with UAE regulations;
- Be comfortable with working long hours and after-hours when required;
- Below the age of 30.

This is an exciting opportunity to work in a dynamic team and to be involved in high profile projects.