

Job Description: Legal Assistant

Department: Legal

Reports to: Legal Associate

Work Location: Dubai, UAE

Employment Type: Full-time

Salary Range: To be discussed

Joining Date: Immediate joiners preferred

Position Summary

We are looking for a qualified legal Assistant/Paralegal, assist the legal team in managing legal matters, ensuring compliance with UAE laws, drafting legal documents, and liaising with government and regulatory bodies. The role involves both advisory and administrative legal support to ensure the smooth and compliant operation of the organization's legal affairs.

Key Responsibilities

1. Assist in drafting, reviewing, and finalizing contracts, agreements, and legal documents.
2. Support litigation processes by preparing case files, submissions, and documentation in court system
3. Conduct legal research on relevant laws, regulations, and precedents.
4. Liaise with government departments, regulators, and external legal counsel as required.
5. Maintain and update legal records, case logs, and compliance registers.
6. Monitor changes in UAE laws and regulations and advise management accordingly.
7. Ensure confidentiality and uphold professional ethics in all legal matters.

Minimum Requirements

- Bachelor's degree in Law from a recognized university.
- Minimum of 1 years of experience in a legal assistant or paralegal role within the UAE.
- Good knowledge of all UAE laws.
- Fluency in Arabic and English (written and spoken).
- Strong organizational skills and attention to detail.
- Prior experience in drafting bilingual legal documents (Arabic/English).
- Ability to work effectively under pressure and meet deadlines.

Preferred Skills

- Strong communication and interpersonal skills.
- Proficiency in MS Office and legal research tools.

Application Process

Interested candidates should submit their updated CV.