

United Arab Emirates Jobs Expertini®

Administrator - Arbitration Centre

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Company: Sundus

Location: Abu Dhabi

Category: other-general

Exceptional project management skills, including the ability to manage multiple projects concurrently. Previous experience as paralegal may be an advantage. Case Management support: Efficiently assist the Secretariat of the centre to manage a caseload of arbitration cases from inception to resolution, ensuring compliance with established procedures and timelines. Project Management: Thrive in a dynamic environment by efficiently managing multiple projects simultaneously, demonstrating attention to detail and ensuring successful outcomes. IT Proficiency: Leverage technical aptitude to utilize digital tools and platforms for effective case management and communication.

#J-18808-Ljbffr

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