

Administrator - Arbitration Centre

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Company: Sundus

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Job TitleAdministrator - Arbitration Centre

Location: UAE - Abu Dhabi

Experience: 5+ Years

Language: Required excellent in English and Arabic

Job Description

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.

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