

United Arab Emirates Jobs Expertini®

Bilingual Legal EA (Arabic/English Speaking)

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Company: Charterhouse

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Charterhouse is working with an international Law Firm, who is currently seeking an enthusiastic Bilingual Legal EA to join their successful team.

About the role

Based in Abu Dhabi, the firm is looking for a pro-active bilingual Legal EA to provide excellent legal support in their busy office environment. This role will be expected to multi-task workloads, prioritise and have excellent diary management skills.

The EA will need to be flexible in this role, and must be able to perform various administrative duties on an ad hoc basis. In addition, this role will be responsible for translating and typing documents in Arabic & English, formatting, managing diaries for the Lawyers and assisting with the billings.

About you

To be considered for this role, the successful candidate should have a minimum of two years' experience working within a legal firm and must be willing to work in a fast-paced and challenging environment.

The ideal candidate must be fully IT literate in Microsoft Word, Excel and Outlook, and must possess excellent communication skills with fluency in Arabic and English, both written and verbal.

Job ID 936327

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