

United Arab Emirates Jobs Expertini®

Bilingual Legal EA (Arabic/English Speaking)

[Apply Now](#)

Company: Charterhouse

Location: Abu Dhabi

Category: healthcare-practitioners-and-technical

Job description

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.

[Apply Now](#)

Cross References and Citations:

1. Bilingual Legal EA (Arabic/English Speaking)Kuwaitjobstoday Jobs Abu Dhabi
Kuwaitjobstoday ↗
2. Bilingual Legal EA (Arabic/English Speaking)Sustainabilityjobs Jobs Abu Dhabi
Sustainabilityjobs ↗
3. Bilingual Legal EA (Arabic/English Speaking)Chinajobs Jobs Abu Dhabi Chinajobs ↗
4. Bilingual Legal EA (Arabic/English Speaking)PlumberjobsJobs Abu Dhabi
Plumberjobs ↗
5. Bilingual Legal EA (Arabic/English Speaking)Indonesiajobs Jobs Abu Dhabi
Indonesiajobs ↗
6. Bilingual Legal EA (Arabic/English Speaking)Searchcanadajobs Jobs Abu Dhabi
Searchcanadajobs ↗
7. Bilingual Legal EA (Arabic/English Speaking)Denverjobs Jobs Abu Dhabi Denverjobs ↗
8. Bilingual Legal EA (Arabic/English Speaking)Manufacturingjobsnearme Jobs Abu Dhabi
Dhabi Manufacturingjobsnearme ↗
9. Bilingual Legal EA (Arabic/English Speaking)Technologyjobs Jobs Abu Dhabi
Technologyjobs ↗
10. Bilingual Legal EA (Arabic/English Speaking) Healthcarejobsnearme Jobs Abu Dhabi
Healthcarejobsnearme ↗
11. Bilingual Legal EA (Arabic/English Speaking) Jobsqatar Jobs Abu Dhabi Jobsqatar ↗
12. Bilingual Legal EA (Arabic/English Speaking) Swedenjobs Jobs Abu Dhabi
Swedenjobs ↗
13. Bilingual Legal EA (Arabic/English Speaking) Johannesburgjobs Jobs Abu Dhabi
Johannesburgjobs ↗
14. Bilingual Legal EA (Arabic/English Speaking) AfricajobscentralJobs Abu Dhabi
Africajobscentral ↗

15. **Bilingual Legal EA (Arabic/English Speaking) Researchjobs Jobs Abu Dhabi**
Researchjobs ↗
16. **Bilingual Legal EA (Arabic/English Speaking) Maxillofacialjobs Jobs Abu Dhabi**
Maxillofacialjobs ↗
17. **Bilingual Legal EA (Arabic/English Speaking) Free-hiringJobs Abu Dhabi Free-hiring** ↗
18. **Bilingual Legal EA (Arabic/English Speaking) Neurologistjobs Jobs Abu Dhabi**
Neurologistjobs ↗
19. **Bilingual legal ea (arabic/english speaking) Jobs Abu dhabi** ↗
20. **AMP Version of Bilingual legal ea (arabic/english speaking)** ↗
21. **Bilingual legal ea (arabic/english speaking) Abu dhabi Jobs** ↗
22. **Bilingual legal ea (arabic/english speaking) Jobs Abu dhabi** ↗
23. **Bilingual legal ea (arabic/english speaking) Job Search** ↗
24. **Bilingual legal ea (arabic/english speaking) Search** ↗
25. **Bilingual legal ea (arabic/english speaking) Find Jobs** ↗

Source: <https://ae.expertini.com/jobs/job/bilingual-legal-ea-arabic-english-speaking--abu-dhabi-charterhouse-8a2050f030/>

Generated on: 2024-05-03 by Expertini.Com