

United Arab Emirates Jobs Expertini®

Disputes Legal PA

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Company: MENA Recruit Pty Ltd

Location: dubai

Category: other-general

We are seeking a highly organized and experienced Legal PA/Secretary to join a dynamic Disputes department in the Dubai office of a leading international law firm. The ideal candidate should have a solid background in legal support roles, particularly in Disputes, Litigation, or Arbitration, and be capable of handling a wide range of administrative and secretarial tasks. While a law degree is not required, a strong understanding of legal procedures and terminology is essential for success in this role.

Responsibilities

- Provide comprehensive administrative support to the Disputes department, including managing schedules, appointments, and meetings.
- Draft and format legal documents, correspondence, and reports, ensuring accuracy and adherence to established templates.
- Maintain and organize legal files, documents, and case records.
- Prepare and file legal documents with courts and government authorities.
- Assist lawyers with research tasks, including legal research, case law searches, and compiling relevant information.
- Handle incoming and outgoing communications, including phone calls, emails, and letters.
- Liaise with clients, opposing counsel, and other relevant parties in a professional and courteous manner.
- Coordinate travel arrangements, accommodations, and itineraries for lawyers as needed.
- Assist with billing and invoicing, ensuring accuracy and timely submission.
- Perform general office tasks such as photocopying, scanning, filing, and maintaining office supplies.
- Provide support with translations and interpreting when Arabic skills are required.
- Collaborate with other team members to ensure efficient department operations.
- Assist in the organization and preparation of legal presentations and meetings.
- Perform other duties and tasks as assigned by lawyers and department heads.

Qualifications● Prior experience working in a legal support role, preferably in Disputes, Litigation, orArbitration.● Strong knowledge of legal terminology, procedures, and documentation.● Exceptional organizational skills with a keen attention to detail.● Proficient in MS Office applications (Word, Excel, PowerPoint, Outlook).● Excellent written and verbal communication skills in English; Arabic language skillsare a plus.● Ability to maintain confidentiality and handle sensitive information.● A proactive and self-motivated attitude with the ability to prioritize tasks effectively.● Strong interpersonal skills and the ability to work collaboratively in a team-orientedenvironment.● Must be based in Dubai, UAE, with GCC experience being an advantage

#J-18808-Ljbffr

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