

Junior Legal Counsel Jobs in Dubai | Majid Al Futtaim Jobs

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Description:

The position is responsible to actively support and handle diverse range of legal and administrative tasks for the Legal function at BU level ensuring strict compliance to achieve smooth day to day affairs.

Job Responsibilities:

a-Liaising, in coordination with the Legal Counsel, with external law firms in relation to certain legal documents such as briefing letters for filing of legal actions addressed to external lawyers, legal notices, arranging for the service of such notices, obtaining proofs of delivery and maintaining legal records of the same.

b-Support and assist the Senior Legal Counsel and legal team in negotiation, drafting and execution of various agreements prepared by the Legal team.

c-Provide miscellaneous support to the Senior Legal Counsel such as carrying out legal research, due diligence, review and proof reading of agreements and documents.

d-Ensure compliance with the MAFP SMBU's Code of Conduct, Departmental policies and HC Policies and Procedures at all times.

Job Requirements:

a-Minimum 3 – 5 years of work experience in real estate development, preferably experience in legal Administrative matters in GCC in a similar role

b-Minimum University Degree. Paralegal degree in Law is highly desirable

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