

## Lawyer

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Company: Abu Dhabi Islamic Bank PJSC

Location: united arab emirates

Category: other-general

Role : Lawyer Location : Abu Dhabi Role Purpose: Supporting MPM

legal & collection operations & support to Property Management - UAE Key

Accountabilities of the role

Assisting businesses to prevent, navigate, and resolve complex legal issues.

Assisting and advising businesses on establishing their company's structure, policies, objectives, and procedures for their business operations.

Ensuring all relevant laws and outcomes are understood and obeyed by businesses.

Researching and resolving legal disputes through the analysis of relevant laws, argument development, evidence collection, and legal representation.

Drafting, reviewing, completing, and filing legal paperwork related to business operations.

Examining and reporting any potential or existing legal issues to the relevant authorities.

Negotiating contract terms, transactions, and settlements on behalf of the businesses involved.

Ensuring all business processes, strategies, and actions comply with all relevant local, state, federal, and international laws.

Managing multiple cases, and legal activities that carry varying deadlines.

Daily record keeping with electronic and hard copy filing of documents.

Prepare and format legal and management reports.

Ensure efficient and effective administrative information and assistance.

Preparing affidavits, legal correspondence and other documents for external lawyer

Meeting with clients, external lawyer, and other professionals to talk about case details.

Filing pleadings with court clerk.

Keeping law library up-to-date by monitoring legal volumes.

Specialist Skills / Technical Knowledge Required for this role:

Law degree is a must, LLM in law is desirable.

Experience in real estates – Banking – Law Firms are preferable.

Fluency in English & Arabic (written / spoken)

Have the minimum Computer skills.

Strong oral and written communication skills in Arabic and English.

Must be able to effectively multi-task, manage time sensitive documents.

Must be able to function effectively in a busy, team-oriented environment.

Office – Banking – Real estates - administration experience is preferable.

Problem Solving Skills: Prioritizing urgent and critical tasks; possession a can-do-approach attitude and create back-ups, full awareness of responsibilities and situations

Reporting skills: must have ability of presentation skills, ability to create a reporting system within the team.

Experience in drafting, negotiating, and reviewing legal documents.

Analytical thinker with strong conceptual and research skills.

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