

## Legal Affairs Coordinator Jobs in Dubai | ENOC

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Company: Emirates National Oil Company

Location: dubai

Category: other-general

1- Legal Affairs Coordinator

Job: Full Time

Location: Dubai, UAE

Description:

Support the Group General Counsel & Company Secretary in managing all Group Legal and Board secretarial activities.

Job Responsibilities:

Act independently on assigned tasks and exercise independent judgment based on analysis and experience; work is diversified and may not always fall under established practices and guidelines.

Assists the Group General Counsel & Company Secretary in cascading down Board and Committees action items and resolutions to Group Leadership team to ensure their timely completion.

Maintains a comprehensive and detailed list of all Board and Committees action items and resolution and constantly follows up with ENOC Management to ensure their timely completion.

Prepares detailed dashboards with relevant statistics pertaining to closed/ongoing action items and resolutions for regular reporting to the Board Members.

Job Requirements:

Assists the Group General Counsel & Company Secretary in cascading down Board and Committees action items and resolutions to Group Leadership team to ensure their timely completion.

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Prepares detailed dashboards with relevant statistics pertaining to closed/ongoing action items and resolutions for regular reporting to the Board Members.

#J-18808-Ljbffr

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