

**Legal Affairs Coordinator Jobs in Dubai | ENOC Job Vacancy 2022**

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Company: ENOC

Location: Dubai

Category: legal

Legal Affairs Coordinator Jobs in Dubai | ENOC Job Vacancy 2022

**Description:**

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

**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.

**Requirements:**

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.

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