

Legal Analyst

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Company: Wood

Location: Dubai

Category: business-and-financial-operations

Qualifications Required Qualifications: Minimum of ten years of experience as a paralegal. Ability to effectively analyze and communicate legal issues and collaborate across broad functional and organizational lines (e.g., business partners, subject matter experts, attorneys and law professionals). Strong organizational, analytical, proofreading, editing and research skills. Ability to exercise good judgment and maintain-high quality performance with competing deadlines and priorities in a fast-paced work environment. Strong communication (both oral and written), collaboration and interpersonal skills. Self-starter who is adept at working in a team environment and partnering with management, business partners, in-house counsel, outside counsel and staff. Ability to work independently with minimal supervision and think independently on how to solve problems and offer solutions. Demonstrate a growth mindset. Ability to commit to contributing your perspective in a professional manner. Demonstrated initiative, ownership and accountability. Proficiency in the Microsoft Office suite of tools and the ability to quickly learn new tools. Demonstrated experience with eDiscovery practice, process, developments and tools. **Preferred Qualifications** Bachelor's degree or paralegal certificate from an ABA-approved program. Advanced skillset in Microsoft Office tools (i.e., Outlook, Word, Excel, PowerPoint, Teams, SharePoint, Forms, OneNote, Sway and Visio). Experience working on large dockets or chronic exposure matters in addition to general litigation.

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