

United Arab Emirates Jobs Expertini®

Legal Associate Jobs In Dubai | Air Liquide

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Company: Air Liquide

Location: dubai

Category: other-general

Legal Associate Jobs In Dubai | Air Liquide

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Reviewing & drafting contracts, briefs, notices, memoranda, circulars, correspondence, reports and other legal forms. Responsibility for the filing and recording of documents (Incorporation documents, contracts, etc...) and the overall archiving of the Legal Department. Apply Also Executive

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Responsibilities: To assist the Chief Legal Officer in the daily tasks of the legal department; To provide legal assistance and support in the preparation of legal cases and lawsuits and more generally to interact with law firms on various litigation matters; To review contracts and legal documents and more generally, to supervise the implementation of the Air Liquide contractual guidelines; To supervise the implementation of the Air Liquide corporate governance in the affiliates and subsidiaries of the Africa, Middle East and India (AMEI) hub; To produce monthly reports of the tasks and services rendered by the Legal

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Requirement To supervise the implementation of the Air Liquide corporate governance in the affiliates and subsidiaries of the Africa, Middle East and India (AMEI) hub; To produce monthly reports of the tasks and services rendered by the Legal Department; To carry out legal research / studies on a wide range of topics with the assistance of external lawyers; To extend assistance to other support functions namely Human Resources and Finance departments; To provide guidance, advisory and counseling to affiliates on a wide range of matters relating to compliance with local laws, regulations and policies in force; To carry out

other functions that may be assigned by the Chief Legal Officer from time to time. Apply
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