

United Arab Emirates Jobs Expertini®

Legal Compliance Manager

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Company: Michael Page

Location: dubai

Category: other-general

Maintain Global entity administration: directorships, share transfers, corporate changes
Manage Blueprint and create corporate structure charts Organise board activities and written resolutions, obtain authorisations for day-to-day business Coordinate service approvals and weekly internal meetings Liaise with global company secretaries and service providers Key contact for specified registry in Legal Compliance Team Coordinate new entity in-corporations globally Promptly complete KYC requests, facilitate policy training Generate compliance reports and metrics
The Successful Applicant Undergraduate Degree in relevant discipline, preferably Law 3-4+ years of experience in a Corporate Legal Department, Law Firm or Corporate Service Provider Qualification from the Chartered Governance Institute UK & Ireland or equivalent is preferred, or training in corporate secretarial practice Blueprint experience is preferable Excellent PC skills and attention to detail Experience in coordinating board and annual meetings, corporate filings and preparing corporate documentation

#J-18808-Ljbffr

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