

# United Arab Emirates Jobs Expertini®

## Legal Compliance Manager

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Company: Michael Page International (UAE)

Location: dubai

Category: other-general

About Our Client A global aviation serviced firm headquartered in Dubai. Job

Description 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

What's on Offer The chance to join an established compliance team with great progression opportunities Tax-free salary and competitive benefits package

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