

## Legal Counsel Jobs in Dubai | TotalEnergies Careers

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Company: TotalEnergies

Location: , Dubai, United Arab Emirates

Category: legal

### Legal Counsel Jobs in Dubai | TotalEnergies Careers

#### Job Responsibilities:

Dealing and assisting with the day-to-day operational legal enquiries from the internal business units/departments e.g. tender letters, authority letters, legal forms, general inquiries, applications, etc.;

Assisting in reviewing, drafting, advising and negotiating on a diverse range of commercial and procurement contracts;

Ensuring that agreements are compliant with local laws and regulations as well as TE's internal policies;

Keeping informed and up to date on new laws and regulations, and transmit information to the affected departments;

Coordinating with local authorities for company matters (Customs, Ministry of Economy, JAFZA, DED, etc.);

Undertaking general corporate work (resolutions for share transfer, establishment of companies, annual general meetings, meetings of board of directors, external and internal delegations, power of attorneys, MOA's, licenses etc.);

#### Job Requirements:

Bachelor's degree in Law (LLB) from a reputable university (Knowledge of common law is a

plus)

Previous experience in a business legal environment (2-3 years' experience in-house or a corporate law firm)

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