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Legal PA 12 month contract

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Company: Robert Walters

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We are currently partnered with an International Law Firm who are looking to hire a Legal PA on a 12 month contract (Maternity Cover). The role will support the Managing Partner and will oversee diary and travel management, correspondences, drafting, document production and more. Ideally the candidate will have similar experience working in Law Firms, is immediately available, and preferably bilingual (English and Arabic).

#J-18808-Ljbffr

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