

Legal PA

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Location: dubai

Category: other-general

Our client, an international law firm, is currently seeking a highly organized and experienced Legal Personal Assistant (PA) to join their corporate department in Dubai. As a Legal PA, you will provide comprehensive administrative and secretarial support to their legal professionals, ensuring smooth operations and efficient workflow within the department.

The ideal candidate will have a minimum of 3-5 years of relevant experience, with a strong preference for individuals who have previously worked within the corporate department of an international law firm. Must also be based in Dubai.

Responsibilities include but are not limited to:

- Manage calendars, schedule appointments, and coordinate meetings, conferences, and travel arrangements for legal professionals
- Maintain and update legal documents, contracts, and correspondence, ensuring accuracy and confidentiality.
- Prepare and proofread legal documents, including contracts, briefs, and presentations.
- Conduct legal research and gather relevant information for cases, transactions, and projects.
- Prepare and assemble legal documents, such as contracts, agreements, and filings.

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