

## Legal Secretary

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Company: ignite selection

Location: Dubai

Category: healthcare-practitioners-and-technical

Our client is an established global-elite law firm looking to expand its team within the Dubai office. This role would include essential support to partners and legal fee-earners, with responsibilities ranging from drafting and amending documentation, to processing expense claims, the organisation of meetings, calls, and travel- along with secretarial responsibilities such as photocopying, filing, and scanning. This role would require an organised, passionate individual capable of delivering the highest quality of client service and secretarial support.

The candidate for this role should be degree-qualified, preferably bilingual. The ideal individual for this role should be well-mannered, professional, and organised; with effective communication skills and the ability to handle pressure and use their initiative to delegate and prioritise tasks in an efficient manner.

Responsibilities included in this role require a candidate capable of fast and accurate typing, and the ability to use programs such as InterAction and Microsoft Office to turn around large documents at speed. The candidate should also be a team player- with the aim to provide the highest level of secretarial support to the legal team and be passionate about delivering exceptional client service.

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