

Legal Secretary

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Company: Tiger Recruitment

Location: Dubai

Category: healthcare-practitioners-and-technical

Must have a minimum of 10 years' UAE legal experience

Key Responsibilities

Meetings and Travel Management

- **Manage fee earners' calendars**
- **Arrange conference calls, meetings, VCs, catering**
- **Coordinate all travel arrangements, including flights, taxis, accommodation and expense forms as appropriate**
- **Prepare and collate papers ahead of meetings**

Administration

- **Monitor emails promptly as required and forward/action as necessary**
- **Deal with incoming and outgoing mail.**
- **Answering and screening telephone calls, if requested.**
- **Schedules couriers and other vendors for pick-up of documents for errands such as filings with courts, delivery of documents of counsel and other types of errands.**
- **Establish and maintain effective and accurate filing systems (both hard copy and electronic)**
- **Assist in opening new clients and matters as required**
- **Greeting clients and providing assistance when needed.**
- **Performing other related duties required based upon the unique practice of the attorney, such as, practice development initiatives, committee project work, and other responsibilities.**

- Flexible to work overtime, when needed.

Teamwork

- Attend training courses as required
- Attend secretarial meetings as required to keep up to date with firmwide procedures, current issues and add value to the secretarial practice.

Billing

- Assist in monitoring the billing process as required
- Assist in preparation of bill narratives and draft cost details as required
- Raise, monitor and issue appropriate cheques for clients or third parties as required

Key skills, attributes and experience

Skills

- Strong PA skills
- Excellent communication and interpersonal skills
- Extensive organisational skills and attention to detail
- Able to manage pressure and conflicting demands on time
- A committed team player
- Proactive and enthusiastic
- Commercially aware

Office Skills

- High level of proficiency with Microsoft Office including Outlook, Word, PowerPoint and Excel
- Typing speed of at least 60 wpm

Document Production & Technical Skills

- Produce, format and edit legal documents efficiently and accurately sourced through digital dictation, hard copy and audio
- Prepare PowerPoint presentations and Excel spreadsheets
- Draft simple correspondence
- Undertake photocopying, scanning and faxing

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