

United Arab Emirates Jobs Expertini®

Legal Staff Paralegal in Dubai, Debai

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Company: LawCrossing

Location: Dubai

Category: healthcare-practitioners-and-technical

9 views Practice Setting:

In-House

Location:

Dubai, Debai, United Arab Emirates

Job Title:

Legal Staff Paralegal in Dubai, Debai

Job Type:

Legal Staff

Practice Area: Job Tags: Ethics Visa due diligence work permit Affirmative Action

Experience Level:

3-5 yrs required

Remote Job:

No

Job Description:

Paralegal, Compliance & Ethics

**** is seeking an experienced Paralegal to join its Compliance & Ethics (C&E) team in Europe, Middle East & Africa (EMEA). The successful candidate will help to ensure that ****'s operations are conducted in compliance with applicable laws, regulations, and ****'s internal policies.

Job Responsibilities:

Assist in planning, developing, implementing, reviewing, and updating compliance policies and procedures

Support the development of training programs on various compliance topics for employees and assist in the implementation of training

Monitor and audit C&E records and prepare updates, metrics, and reports

Support the development and use of data analysis tools to help track the overall effectiveness of our compliance programs

Assist with due diligence on third parties

Assist in drafting, filing, and follow-up on compliance matters

Coordinate and support review of compliance matters by internal and external counsel and internal subject matter experts

Conduct research into compliance laws and regulations applicable to our operations

Assist with the implementation of our conflicts of interest policy and procedures

Provide general administrative support to the attorneys in the Compliance Group

Review invoices from outside counsel and other service providers

Assist with budgeting and expense tracking

Qualifications:

Fluency in English, written and oral. Other languages are an asset.

Exceptional attention to detail

Integrity and commitment to the highest ethical standards and personal values

Outstanding level of organization

Excellent written and oral communication

Effectively prioritize multiple tasks and deadlines

Protect confidentiality of sensitive information

Proficient with Microsoft Office, Word, Excel, and Powerpoint

Job Identification 210147

Job Category Legal

Posting Date 08/04/2023, 03:50 PM

Job Type Regular Employee

Years of Experience 3 to 5+ years

Number of Applicants Less than 10 applicants

Does this position require a security clearance? No

Applicants are required to read, write, and speak the following languages English

Additional Info Visa / work permit sponsorship is not available for this position

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Languages:

English

Skills:

Attention to detail, integrity, communication, organization, Microsoft Office

Education Details:

Undergraduate degree from a top institution

Industry:

Legal

Last Verified Date: Nov 08, 2023 Posted on: Aug 06, 2023 Email | Print

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