

Paralegal & Corporate Affairs Analyst (Emiratisation)

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Company: Charterhouse

Location: Dubai

Category: healthcare-practitioners-and-technical

Job description

Charterhouse is working with a global FMCG company that is looking to hire a Paralegal & Corporate Affairs Analyst to join their office in Dubai. Our client is looking to hire for a UAE National to comply with Emiratisation.

About the role

The Paralegal & Corporate Affairs Analyst will support the Corporate Legal Affairs function to deliver results on regulatory and corporate matters, whilst assisting with the legal strategies and priorities of the team.

This role will be responsible for, but not limited to, any administrative tasks requested to support the CLA function, regulatory research and periodic reviews of files to ensure legal and company compliance. The Analyst will collaborate with other departments in order to follow up on matters that require legal supervision.

Furthermore, this role will become a point of contact for all tasks related to Emiratisation and support the companys UAE National employees, relating to NAFIS and Government topics. This role will also liaise with relevant government and non-government institutions to ensure completion of necessary tasks. This is an excellent position for a junior Paralegal looking to develop and grow within a reputable global organisation.

About you

To be considered for this role, the successful candidate should be degree educated, and have circa 1 year of experience in a similar role, and it would be a bonus to have previous experience within FMCG, Pharma or similar sectors.

The ideal candidate will be someone who is driven, motivated and energetic about learning and growing. The candidate must possess excellent communication skills and enjoy working in a fast-paced environment. This would be an exciting opportunity for someone that has been working within the Legal Sector and has gone in-house to support on Corporate or Regulatory affairs.

To comply with UAE nationalization law, our client is looking to hire a pro-active individual for this role, who will already be residing in UAE.

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