

Paralegal/Junior Legal Counsel (Dubai)

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Company: Lexius Search

Location: Dubai

Category: healthcare-practitioners-and-technical

Paralegal/Junior Legal Counsel

This vacancy has already been filled.

For our client, a boutique service provider in Dubai we are looking for a:

Paralegal/Junior Legal Counsel

Summary

Reporting to the Head of Legal and Compliance, you will be a well-rounded in-house lawyer. You shall be providing legal advice to a range of offshore and onshore clients in various jurisdictions. You will assist with handling communications and coordinating project rollouts from multiple external sources and clients. You will be required to liaise with clients in different jurisdictions, third party business partners and consultants, in a timely and efficient manner, maintaining a highly organized filing system, preparing documentation and performing a variety of administrative tasks.

You will also be directly involved in the planning and execution of key strategic initiatives to improve operational excellence, cost optimization and corporate hardening within the organization and will be required to report to senior management of the effectiveness of such initiatives.

Responsibilities

Complete incorporation, administration and liquidation of structures (i.e. holdings, foundations and trusts) in various jurisdictions (Offshore and Onshore including free zones)

Responsible for the maintenance and update of corporate documentation and registers, day-to-day accounting, and monthly reporting as may be required from time to time.

Responsible for the preparation and review of standard legal documentation including Board and AGM minutes, PoA's and resolutions and commercial contracts etc.

Commercial and contractual advice to the business and its clients, including but not limited to the review and negotiation of customer agreements; procurement agreements for hardware, software and services and product supply agreements

Research and respond to general legal enquiries relating to corporate, litigation, intellectual property and compliance matters.

Company secretarial support and internal management of corporate entities including legal, administrative and banking activities for client companies.

Fully understand the client's activities and make sure that any action taken is consistent with the client company's purpose, and is within the legal and economic framework of the company.

Develop existing and new business relations and expand client base; obtain additional work from clients as well as seek referrals and develop a larger client base.

Undertake and perform relevant follow up on various administrative tasks,

including the preparation of letters, client invoices and payment instructions as may be required from time to time.

Develop relationships with clients in line with internal procedures (i.e. gathering of KYC documentation,

bank account openings), working closely with the Regional Account Representative and Client Account Managers.

Building and maintaining personal contact with clients, advisors and other related parties

Being the point of entry for processing client requests such as account opening, a ccount maintenance and trading.

Communicate with government agencies, notaries' offices, law firms and translators as necessary.

Competencies:

Law degree to University level (Common law background preferable)

LPC or postgraduate legal studies preferable

Minimum of 1-4 years of experience (pre or post qualification) in a similar function, in house or corporateservices environment

Experience in company incorporation and administration of structures within the local free zones

Excellent oral and written communication skills in English

Proficiency in MS Office (Excel, Word and Outlook, PowerPoint is an advantage)

Hands on personality with the flexibility of taking over tasks beyond the job description

Proactive approach, able to work independently, but being a team player.

Excellent communication and organisation skills and an ability to meet tight deadlines

Strong interpersonal communication skills, highly discreet, client orientated, ability to integrate in a multinational environment and motivated to develop your career.

Please note that the role is in Dubai, UAE and will be performed there. Someone already living in Dubai is preferred, however someone travelling to Dubai is also welcome.

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