

Rides Engineer

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Company: Miral Experiences

Location: abu dhabi

Category: other-general

Job Description

Our client is seeking a Corporate Paralegal to become a part of our team! You will provide overall support to our Business/Corporate law. You will assist attorneys in all corporate transactions to include preparing corporate documents, retrieving, reviewing, and distributing documents in all matters related to corporate.

Responsibilities:

Drafting of incorporation/formation documents and amendments for Corporations, LLCs, LPs, and LLPs

Drafting of dissolution and withdrawal filings for Corporations, LLCs, LPs, and LLPs

Conduct UCC searches, analyze for follow up

Draft and file Annual Reports, Operating Agreements

Draft legal correspondence

Conduct research to determine corporate status of companies

General Corporate Housekeeping matters

Entity formation

Entity dissolution

Obtaining EINs

Assist with DocuSign of client documents

Monitor status and keep track of important deadlines

Record and store client information and documentation

Qualifications:

Paralegal certificate

2 or more years equivalent experience

Familiarity with legal research

Ability to prioritize and multitask

Excellent written and verbal communication skills

Deadline and detail-oriented

Proficiency in Microsoft Office

We are a boutique law firm on the North Shore whose practice focuses on

Business/Corporate Law, Estate Planning, Real Estate, Wealth Preservation, Commercial Litigation, and Trust.

#J-18808-Ljbffr

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