

United Arab Emirates Jobs Expertini®

Senior Office Administrator

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Company: ADNOC Group

Location: dubai

Category: other-general

Job Specific Accountabilities:Data CollectionCollect and edit information and files relative to legal issues accurately in the existing filing system in order to ensure that relevant information is up-to-date and easily accessible for relevant parties Prepare summaries of findings for legal staff including legal research and analysis of issues.Document PreparationDraft, prepare and manage legal and/or contractual documents and other legal documents and maintain relevant libraries of all legal documents. Organize and maintain documents in a paper or electronic filing system in order for the information to be stored safely and easily accessible to the relevant legal staff.Paralegal ProcessingFollow-up on documents with legal issues and execute paralegal activities on behalf of the Company's Management and other relevant third parties to ensure a timely response to inquiries and regular follow ups on legal matters/cases for proper recording and closure.Legal Processes and ProceduresAssist in the local implementation and use of legal procedures and processes, taking into account local regulations to apply clear, consistent and compliant legal procedures and processes.Minimum requirements:Bachelor's Degree or equivalent by experience 2-4 years of relevant experience Good communication skills Able to work independently

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