

United Arab Emirates Jobs Expertini®

Senior Office Administrator

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Company: ADNOC Group

Location: Dubai

Category: other-general

Job Specific Accountabilities: **Data Collection** Collect 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 Preparation Draft,** 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 Processing** Follow-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 Procedures** Assist 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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