

Internship Announcement

Position: Legal Intern

Responsibilities:

- Manage case files;
- Perform administrative duties such as filing;
- Conducting legal analysis and researching legal matters;
- Drafting legal opinions, memoranda, contracts and legal documents;
- Establishing or dissolving a business, merging two businesses, creating sales contracts, establishing non-compete clauses or changing a business's organizational structure;
- Review, amend agreements and contracts;
- Manage confidentiality and security of legal documents;
- Ensure that all practices are performed after due diligence;
- To deal and liaise with various Regulatory Authorities, Free Zones etc. in UAE, GCC and MENA region under their respective Commercial Laws and Regulations;
- Reviewing legal material;
- Assist with preparation for trials, hearings, and depositions;
- Attend client meetings;
- research legislative histories, etc.;
- Writing articles and contributing to the booklets on specific legal topics;
- Undertake additional legal tasks, as required, to support company's division in Achieving its business plan.

Education - Experience:

- Fluent in English;
- No minimum of experience required;
- Graduated from English law school.

Personal qualifications:

- A common sense, practical approach, and a willingness to work both in a team and on own initiatives;
- Able and willing to take ownership, responsibility, and accountability for work;
- Always open, honest, reliable, and trustworthy;
- Always act professionally and appropriately and to raise any issues in a timely manner;
- Motivated to continuously improve performance;
- Ability to work long hours when needed;
- Strong analytical and research skills;
- Effective interpersonal and communication skills.

Duration: 3 months with possibility of extension/ employment

Salary: Paid Internship

Application: Qualified candidates should send their CV to: info@elnaggarlegal.com