



Ваш надійний помічник

Paralegal (помічник юриста), 40000 грн.

📍 Київ, 🕒 28 жовтня 2024

Компанія: [FB Legal Group](https://jobs.ua/company/id/1637973) (https://jobs.ua/company/id/1637973) ([Всі вакансії](#))

Рубрики: [Юриспруденція, право](#), [Робота за кордоном](#)

Побажання до співробітника

Освіта: повна вища
Досвід роботи: бажано
Графік роботи: повний робочий день

Опис вакансії

Are you looking for an exciting career opportunity in international company? Join our great team now in DUBAI, UAE.

Key Responsibilities:

- **Document Preparation**
- **File Management:** Organize and maintain legal files and records, ensuring accurate and timely filing of documents.
- **Client Communication:** Serve as a point of contact for clients, providing assistance in English, Ukrainian, and Russian, and ensure timely responses to inquiries.
- **Calendar Management:** Schedule appointments, hearings, and meetings for attorneys, ensuring deadlines are met and reminders are set.
- **Billing Support:** Assist with tracking billable hours and preparing invoices.
- **Administrative Support:** Provide administrative assistance including phone calls, correspondence, and office supplies management.
- **Confidentiality:** Handle sensitive information with discretion.
- **Social Media Management:** Assist in managing the firm's social media presence by posting updates, and legal articles on platforms like LinkedIn, Twitter, and Facebook.

Skills:

- Speaking English - level B1.
- Excellent organizational and time management skills.
- Ability to manage multiple tasks and meet deadlines.

Compensation & Benefits:

- **Salary:** \$1,000 per month.
- **Accommodation:** \$500 per month towards accommodation expenses.
- **Benefits:** Company-provided visa and insurance.
- **Annual Leave:** 30 days of paid leave per year.
- **Working Hours:** (Monday - Thursday: 9:00 AM - 5:00 PM) (Friday: 9:00 AM - 2:00 PM)

Контактна інформація

Телефон: +971-56-350-5401

Контактна особа: LesiaMarach

Сайт: <https://fblegalconsultancy.com>