Arabic speaking Junior Legal & Tax Consultant (m/f/d)

Referencenumber:	2020-3087
Field of work:	Legal / Tax
Location:	United Arab Emirates

Company description

Our German client is an international law firm with several subsidiaries worldwide. The company offers an international working environment combined with German values. A high level of trust and social responsibility can be guaranteed.

About Departer – The German Headhunter:

As an internationally oriented German HR consultancy for the recruitment of multinational professionals, Departer possesses a long-standing expertise in the core markets Germany, Middle East and Australia. Through our regionally established offices in Dubai, Sydney, and Hamburg, we are valued as a reliable recruitment partner by numerous companies.

Job description

Your duties and responsibilities will include:

- Provide legal and tax consultation to clients in the Middle East
- Draft and/or review all types of contracts and agreements to ensure that terms and conditions are in line with the local laws and tax regulations
- Evaluate, analyze and research all client's legal and tax matters and accordingly provide relevant solutions in the client's best interest
- Support the team of lawyers in all legal matters in the GCC region
- Prepare all required documents for legal processes and hand over to the respective team to handle the cases
- Support and advise clients with company formation and set up in the Middle East
- Keep all clients periodically informed and updated with their case statuses and developments
- Acquisition of new clients in the respective markets
- Keep up to date with regards to legal changes and taxational changes in the region
- Represent the firm as a speaker in third party events
- Write articles, case studies and short law updates

Job specification

To be successful in this role you should have the following skills and experiences:

- University degree in Law, Economics or similar
- At least one year of working experience, experience in the Middle East would be an added value
- Excellent English and Arabic communication skills (oral and written), German language skills would be an added value
- Strong client relationship-building capabilities combined with strategic and commercial awareness
- Excellent communication, collaboration, self-management, and project management skills
- Good time management and organizational skills
- Personality with a high level of company loyalty, confidentiality, honesty, and integrity
- Team player with the ability to quickly adapt and follow internal process changes

If you are looking for a challenging position in a successful company, we look forward to receiving your application in English. Your application will be treated with discretion and will remain confidential. To create your cost-free virtual portfolio application, click on the link "Apply for this position" at the bottom left of this job offer.