

Internship & Work-Integrated Learning Center (WIL)

JOB VACANCY FORM[®]

IMPORTANT: The information presented in this document can be shared only internally at UAE University!

Job Reference No.: JV218

Company Name: Advanced Integrated Systems (AIS)



Company Type: Private

Job Position/Title:	Contract Officer	Academic Major:	Law
Salary Range:	25,000-35,000 AED	Years of Experience:	Fresh Graduate or 2-3 years of experience
Job Location:	Abu Dhabi	Job Type:	Full-time
Nationality:	Only UAE Nationals	Gender:	Female
Job Description:	The creation of legal charges to secure charges for residential accommodation. - Undertaking legal research and the provision of legal advice, at a level commensurate to the grade, to the Divisions and Directorates of the Company. - Undertaking associated general administration including correspondence, the preparation of reports etc. - Undertaking any other duties appropriate to the grade as may be assigned from time to time. - To undertake additional duties as required, commensurate with the level of the job. - Provide legal advice and comments to the company. - Handling the labour cases. - Drafting & Verifying Contracts. - Preparing Non-disclosure agreements. - Prepare memorandum of understanding. - Communicate with other department to ensure execution of the contract in time. - Update & advice the management regarding new legislation and rules in UAE. - Prepare & draft lease agreement for the company. - Issue bidding letter to venders. - Participate to tenders. Skills: - Able to communicate effectively. - Analytical and problem solving skills commensurate with the level of responsibility. - Attention to detail. - Able to manage time effectively and complete tasks within deadlines. - Able to establish effective working relationships. - Able to negotiate and influence		
Minimum Qualifications:	Bachelor Degree in Information Technology. Computer skills, English language.		
No. of Positions Required:	2		

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Job Close Date:	Open Until Filled
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To Apply, UAEU Graduates/Alumni should send their CVs to:

salzaabi@a-i-systems.com
recruit@a-i-systems.com
hr@a-i-systems.com

And

JN@uae.ac.ae

Please mention "Job Reference No.: JV218" in your email title in case we lost your information during filing.
Only doc/PDF/Zip files are acceptable.

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