


Legal Associate

Mandviwalla & Zafar

	Total Positions: 1	Experience: 3 Years
	Gender: Any	Travel Required: Not Specified
	Min Education: LLB-LLM	Job Shift: Morning
	Career Level: Experienced (Non Manager)	Salary Range: Confidential
Category/Industry: Legal		Max Age Limit: 24-47 Years
Posted on: 28 November 2016		Expiry Date: 28 February 2017
Job Type: fulltime		

Job Description:

We are hiring Legal Associate.

- Minimum qualification of LLB from a foreign university having minimum 3 years of experience with a reputable law firm or company either as an associate or in-house legal counsel.
- Proven working experience as legal assistant
- Familiarity with law, legal procedures and protocols, and court system
- Satisfactory knowledge of day-to-day operations of a legal office
- Computer literacy
- Proficiency in English
- Working knowledge of case management software
- Excellent secretarial and organisational skills

Required Skills:

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