

Connect Ads

Talent Acquisition Department

Job Title: Legal Affairs Specialist

Department: Legal Department

Reports to: General Counsel

Roles & Responsibilities:

- Drafting and review of legal documentation including NDA's, IO's, agreements relates to business, templates, due diligence reports, binding and non-binding offer letters and term sheets.
- Assisting in all corporate governance matters and provision of legal support to various group companies based in Egypt, KSA, UAE and Turkey.
- Assisting all group company departments on legal support required.
- Responsible for legal filing system.

Qualifications:

- **2-4 years of experience.**
- **Previous experience in similar field and/or in a law firm required.**

Application Procedures:

To apply for this vacancy, please send your CV via email to careers@connectads.com – with the “Job Title” in the subject line.