

Legal Affairs Coordinator

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Company: American International University, Kuwait

Location: Jahra

Category: other-general

Coordinate with AIU attorneys in providing information and necessary documentation for ongoing litigations.

Assist in preparing pre-trial documents.

Assist various university departments in reviewing low-impact service contracts before signing to protect AIU interests.

Ensure all contracts' clauses are being adhered to by external parties.

Perform legal research, including statutory and case law, draft forms, research memoranda, proposed rules, orders, and other documents.

Work closely with the HR team to keep them abreast of Kuwait's Labor Law.

Document interpretation and translation.

Performs administrative duties related to the operations of the university and other similar or related duties which may not be specifically included within this position description but are consistent with the general level of the job and the responsibilities described as requested.

Maintains dossiers on all active and inactive cases for the university both on SharePoint and in hardfiles.

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