

Forward thinking
Straight talking



Employment Paralegal

JOB SPECIFICATION

Gateley /

POSITION: Employment Paralegal

LOCATION: Dubai

CONTRACT TYPE: Permanent

The *role*

We are currently partnered with a leading specialist employment law firm that is looking to hire an Employment Paralegal to join its growing Dubai team.

This is an excellent opportunity for a paralegal with at least 12 months' experience to gain hands-on exposure to high-quality employment work, while supporting senior lawyers on a broad range of contentious and non-contentious matters.

The role offers a great mix of litigation support, legal drafting, and client interaction, making it ideal for someone looking to build on their existing experience in a fast-paced and supportive environment.

You will work closely with senior fee-earners, supporting across the full lifecycle of employment matters. Responsibilities will include:

- Assisting with Employment litigation
- Preparing and managing bundles and case documentation
- Liaising with clients, counsel, courts, and third parties
- Supporting disclosure exercises, including DSARs
- Drafting legal updates, articles, and internal know-how materials
- Proofreading and formatting legal and marketing documents
- Conducting legal research and fact-finding
- Supporting client onboarding, including KYC/AML checks
- Opening new matters and maintaining document management systems
- Providing general administrative and organisational support
- Assistance with business development initiatives

The *person*

Candidates will be able to demonstrate the following attributes:

- At least 1 years' experience in an employment paralegal role/legal assistant.
- Strong understanding of UAE/DIFC/ADGM employment law.
- Excellent attention to detail and organisational skills.
- Confident managing multiple deadlines in a fast-paced environment.
- Strong written and verbal communication skills.
- Comfortable working with legal tech, document systems, and Microsoft Office.
- A proactive, team-oriented approach with a "can-do" attitude.

Why Apply?

- Work with a highly regarded specialist employment team.
- Gain exposure to complex and high-quality litigation.
- Hybrid working model.
- Supportive and collaborative culture.
- Clear opportunity to develop your legal skills and career.

The *benefits*

We believe in rewarding performance and supporting growth. Alongside a competitive remuneration package and discretionary bonus opportunities, you'll have access to a comprehensive range of benefits designed to promote wellbeing, flexibility and security. Our approach combines financial, health and lifestyle support with learning and development opportunities to help you thrive both professionally and personally.

We are *Gateley*

We're forward thinking and straight talking. Our approach is to find solutions to the real-world problems our clients face. Gateley is a legal and professional services group - a team of formidable experts across law and business. Passionate problem-solvers, we get our energy from finding the right answers and getting our legal and business clients where they need to be. We support thousands of active clients, from listed companies to scale-ups and private individuals, in the UAE and internationally. Being part of Gateley is not just about the expertise you bring; it's about attitude too.

The Gateley Story is the story of our people and our culture. It's what got us to where we are today and it's the driving force behind the values that shape our Gateley Team Spirit. Five elements bind us together as one Gateley: Ambitious for Success, Forward Thinking, Room to Breathe, Trusted to Do, and Working Together. Each year we recognise colleagues who go above and beyond and live these values at our Gateley Team Spirit Awards.

Diversity, inclusion and well being

Diversity, inclusion and wellbeing are central to our culture and values. We recruit talented people from a wide range of backgrounds and cultures and provide equal opportunities for all, regardless of age, sex, race, sexual orientation, disability or culture aligned with UAE law and international best practice. We aim to create an exciting, rewarding place to work where everyone can fulfil their potential and achieve both personal and business goals. We also offer flexible working patterns where feasible and encourage candidates seeking flexibility to apply.

Additional Information

If you're successful in receiving an offer, we'll complete a set of pre-employment screening checks appropriate to the role. These may include verification of eligibility to work in the UAE, visa and immigration formalities, professional and academic qualifications, criminal record checks where permitted, financial probity, and references from previous employers. Screening varies by role and jurisdiction.



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