

*Forward thinking*  
Straight talking



# ***Company Services Assistant***

JOB SPECIFICATION

Gateley /

<b>POSITION:</b>	Company Services Assistant
<b>LOCATION:</b>	Dubai
<b>CONTRACT TYPE:</b>	Permanent

## The *role*

The Dubai office seeks a confident, experienced and proactive company services professional to join our corporate team. The individual must be fluent in English and Arabic to support the corporate team with public relations and administrative tasks. The role involves company set ups, producing and managing corporate documents, liaising with colleagues and clients, and supporting the wider team in a fast-paced legal and corporate environment, offering opportunities for long-term career growth in the region.

### Key Responsibilities

#### Company Formation, Foundations & Structuring Support:

- Assist with company incorporations across UAE mainland, DIFC, ADGM and other regional jurisdictions.
- Support the establishment and ongoing administration of foundations and similar structuring vehicles.
- Prepare incorporation and foundation application packs, authority forms and supporting documentation.
- Coordinate directly with registrars, foundation authorities and relevant government portals.

#### Corporate Actions & Governance:

- Prepare corporate and foundation documentation including share transfers, board and shareholder resolutions, and changes to directors, managers, council members or guardians.
- Maintain statutory registers and corporate records.

#### Filings & Regulatory Compliance:

- Manage licence renewals, amendments and routine regulatory filings.
- Track deadlines and ensure timely submissions to relevant authorities.
- Support ongoing governance and compliance requirements for companies and foundations.

#### Client Interaction & Delivery:

- Respond to routine client queries and provide clear process updates.
- Coordinate documentation, signatures and execution requirements.
- Support the smooth delivery of high-volume company services and foundation work.

#### Operational Support:

- Maintain accurate internal trackers and document management systems.
- Assist with preparation of client packs and completion documents.
- Contribute to continuous improvement of processes, templates and internal know-how.

## The *team*

Our Dubai office, located in the Dubai International Financial Centre (DIFC), is home to a well-established and high-performing corporate team. Led by Darren Harris, Managing Partner and Head of Corporate, the team brings deep regional expertise across M&A, joint ventures, corporate restructuring and general corporate law.

Darren is joined by Nora Al Muhamad, a partner with the corporate team with extensive experience on corporate restructuring. Nora also focuses on private clients and family-owned businesses in relation to succession planning, governance across sectors including education, healthcare, infrastructure, real estate, retail and consumer.

The wider team includes legal directors, together they have built a strong reputation for delivering strategic legal advice to clients across the Middle East and work closely with our Dubai-based partners and the wider Corporate Platform under the leadership of UK-based Beth Mather.

## The *person*

We're looking for a confident and proactive individual who thrives in a fast-paced professional services environment. The successful candidate will be fluent in English and Arabic and have minimum three years experience in company services working in all freezones, and mainland across the UAE, ideally within a legal or corporate setting. **Experience in company services, company set up/formation is required. UAE experience is essential.**

**Particularly, we're looking for someone who can demonstrate:**

- Minimum 3 years' experience in company services, corporate administration or governance within the UAE.
- Practical experience with company formations and post-incorporation actions.
- Exposure to foundations or similar structuring vehicles (DIFC or ADGM experience desirable).
- Familiarity with UAE mainland processes and financial free zones such as DIFC and ADGM.
- Experience with managing free zones portals.
- Strong relationship with local authorities.
- Experience within a law firm or professional services environment preferred
- Proven experience in producing and amending corporate documents and presentations using PowerPoint, Word and Excel.
- Lead end to end document production workflows for technical, marketing, legal and regulatory documents.

This role is ideal for someone looking to build a long-term career in a dynamic and growing office, supporting high-quality corporate work across the region

## 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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