

Trainee Lawyer

Ashurst, Riyadh

Recruitment

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| **About Ashurst** | Ashurst is a leading progressive global law firm with a rich history spanning more than 200 years. We are proud of our history and are future-focused, having expanded into new technologies through our NewLaw division, Ashurst Advance, and our consulting arm. Our in-depth understanding of our clients and commitment to providing excellent standards of service have seen us become a trusted adviser to local and global corporates, financial institutions and governments in all areas of commercial law. To find out more please visit [www.ashurst.com](http://www.ashurst.com). |
| **Job overview** | We are seeking a highly motivated and detail-oriented Trainee Lawyer to join our dynamic legal team in Riyadh. This role offers a unique opportunity for a recent law graduate or junior lawyer to gain hands-on experience in various areas of law, including corporate, commercial, litigation, and regulatory practices. The successful candidate will work closely with senior lawyers, gaining valuable insights and practical skills in a professional and supportive environment. You will also have the opportunity to work collaboratively with teams and colleagues in the UAE, London and other international offices within the firm.  |
| **Key responsibilities** | * **Legal Research and Analysis:** Conduct thorough legal research and provide analysis on various legal issues and cases.
* **Document Preparation:** Assist in drafting, reviewing, and proofreading legal documents, contracts, agreements, and correspondence.
* **Case Management:** Support senior lawyers in managing case files, preparing case summaries, and organizing documents for court proceedings.
* **Client Interaction:** Assist in client meetings, prepare meeting notes, and follow up on client queries under the supervision of senior lawyers.
* **Court Attendance:** Accompany senior lawyers to court hearings, trials, and other legal proceedings, observing and assisting as needed.
* **Administrative Support:** Perform administrative tasks such as filing, maintaining legal databases, and managing schedules and deadlines.
* **Professional Development:** Participate in training sessions, workshops, and continuing legal education to stay updated on legal trends and developments.
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| **Essential skills and experience** | * **Analytical Skills:** Strong ability to analyse legal issues and present findings in a clear and concise manner.
* **Communication Skills:** Excellent verbal and written communication skills, with the ability to articulate complex legal concepts effectively.
* **Attention to Detail:** High level of accuracy and attention to detail in legal drafting and research.
* **Time Management:** Ability to manage multiple tasks and meet tight deadlines in a fast-paced environment.
* **Team Player:** Collaborative mindset with the ability to work effectively in a team-oriented environment.
* **Ethical Standards:** Demonstrated commitment to professional ethics and integrity.
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| **Qualifications** | * **Education:** Bachelor’s degree in Law (LLB) or equivalent. A Master’s degree (LLM) is a plus.
* **Experience:** Recent law graduates or candidates with up to 1 year of legal experience.
* **Language Skills:** Proficiency in Arabic and English, both written and spoken.
* **Technical Skills:** Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and legal research tools.
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| **Background checks** | In order to comply with regulatory and client requirements, Ashurst will undertake appropriate vetting of staff. When applicants accept a job offer, Ashurst, alongside a specialist provider, will undertake professional verification and background checks. These checks are only undertaken with consent, and in accordance with our legal and regulatory obligations. |