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Assistant (Chinese-Speaking & Writing)

Hiring organization
Legal Eagles Law Firm

Employment Type
Full-time

Industry
Legal Eagles Law Firm

Job Location
Addis Ababa, 1000, Addis Ababa, Addis Ababa, Ethiopia

Date posted
February 20, 2026

Description

We are seeking a highly organized and proactive **Assistant** who can **speak and write Chinese fluently** to support our team. The ideal candidate will handle administrative tasks, coordinate communications, and assist with projects that require strong Chinese language skills.

Responsibilities

- Provide administrative support and manage day-to-day office tasks.
- Communicate effectively in Chinese, both **spoken and written**, with clients, partners, and internal teams.
- Assist with, document preparation, and record-keeping.
    - Perform other duties to ensure smooth office operations.

Qualifications

- Fluency in **Chinese (speaking and writing)**.
- Strong organizational, communication, and interpersonal skills.
- Prior experience in administrative or assistant roles is a plus.
- Legal education or work experience is a plus.
- Proficiency in MS Office and other office software.

Job Benefits

Preferred but Not Required:

- Female candidates are encouraged to apply.
- Candidates with a **legal background** or knowledge of legal processes.

Contacts

Interested candidates should submit their **CV/resume** along with a **brief cover letter** highlighting their Chinese language skills and any relevant experience to info@eagleadvocates.com by February 21,2026