Legal Assistant

Hiring organization
Legal Eagles Law Firm

Employment Type
Full-time

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

Date posted
April 27, 2026

Description

We are seeking a proactive and organized Legal Assistant to support client coordination, scheduling, and administrative functions within the firm while assisting with basic legal tasks.

Responsibilities

- Receive and manage incoming client calls and inquiries
- Schedule consultations and coordinate meetings with lawyers
- Maintain accurate client records and communication logs
- Serve as the first point of contact for clients, ensuring professionalism and confidentiality
- Assist with administrative and document-handling tasks
- Support legal teams to ensure smooth workflow

Qualifications

- Bachelor's degree in Law (LLB)
- Strong communication skills in English and Amharic
- Excellent organizational and time-management skills
- Professional demeanour and client-handling ability
- Basic computer literacy (Microsoft Office, email, etc.)
- 0 years of experience required (fresh graduates are encouraged to apply
- Ability to handle multiple tasks and prioritize effectively
- Strong attention to detail and discretion
- **Female candidates are highly encouraged to apply**

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