

https://eagleadvocates.com/job/office-assistant-job-vacancy-at-legal-eagles-law-firm/

Office Assistant

Hiring organization
Legal Eagles Law Firm

Employment Type
Full-time

Date posted
June 24, 2026

Valid through
28.06.2026

Description

WE ARE HIRING!
We are seeking a detail-oriented, accurate, and efficient Office Assistant to join our team in Addis Ababa. In this role, you will play a critical part in supporting our legal team by managing complex legal document drafting and various administrative tasks.
If you have exceptional typing speed, strong communication skills in English and Amharic, and a background in secretarial science, we want to hear from you. Experience in a law firm is highly preferred.
Key responsibilities and qualifications are listed in the post below.
How to Apply: Submit your CV and a cover letter to info@eagleadvocates.com with the subject line “OFFICE ASSISTANT – [Your Name]”.
Application Deadline: 5 consecutive days from the date of this announcement.

Contacts

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