

Job Description

We're looking for an intelligent, intuitive, helpful individual who can communicate effectively with external customers and internal personnel. We are looking for an individual who is able to "learn on the fly." Excellent writing and solid organizational skills is a must. This is a job that will offer unique insight into the complexities of a rapidly growing start-up business while giving him/her valuable work experience and hands-on responsibilities.

Roles and Responsibilities

Under the general direction of the Legal Counsel, the successful candidate will provide ongoing paralegal assistance and support to the Legal Department by undertaking responsibility aligned to contract management. The Project Coordinator will provide initial contract review and help to allocate workload within the legal department. Attention to detail is paramount. Strong Word and Excel skills are a must.

- Experience with contract review, exceptional drafting skills.
- Must be able to think quickly and gain confidence in leadership.
- Assist with development and improvement of contract management workflows and procedures.
- Achieve strong understanding of major business lines to effectively identify contract risk and provide relevant advice for risk management and acceptable contract terms.
- Must have excellent communication skills and provide updates to internal customers on the status of their legal requests.
- Will be responsible for Routing contracts for signature and obtain proper approval, executive approval via DocuSign.
- Will be responsible for follow-up on customer contract execution via contract mailbox.
- Will work with the Legal Department to maintain and update standard documents, including terms and conditions; confidentiality agreements; etc.
- Will monitor and be the primary administer of the internal Contract Management System (CMS).

Qualifications and Experiences

- Four-year college degree in fields such as (but not limited to) Law, Business Administration, Accounting or equivalent work experience
- 5+ years' experience in a corporate environment
- 2+ years of contract experience and/or direct paralegal experience

- Demonstrated ability to quickly digest complex information and make good, informed decisions
- Must be self-motivated and high energy, as well as able to collaborate with different teams
- Demonstrated competency with common technology, including but not limited to email, internet, Excel and Word
- Strong analytical, attention-to-detail, and problem-solving skills
- Strong written and verbal communication skills
- Comfortable in a fast-paced and evolving environment

Eligibility Criteria

- Results-driven.
- Detail-oriented.
- Able to multitask.
- Comfortable interacting with C-level executives.
- Flexible and adaptable.
- Team player.
- Legally authorized to work for any company in the United States without sponsorship.