

Senior Paralegal – Commercial Contracts

Our public company client is seeking an experienced, business-minded, and self-motivated paralegal to support on a variety of commercial agreements and matters. The paralegal will report to Corporate Counsel (Commercial).

Key Responsibilities

Support the commercial legal team on a range of contracts, including distributor agreements, vendor agreements, supply agreements, licensing agreements, and other commercial agreements relevant to a consumer-packaged goods business.

Draft, review, and interpret commercial agreements.

Prepare summaries of agreements for key partners.

Draft correspondence and provide analyses to legal colleagues and internal business stakeholders.

Work collaboratively with legal and business teams to ensure matter completion and timeliness.

Enter legal agreements in the contract management system for tracking and ongoing management.

Participate in internal and external meetings to better understand objectives.

Partner with legal colleagues to improve processes, policies, and efficiency.

Perform other duties as necessary.

Requirements

Bachelor's degree and/or paralegal certificate preferred.

Minimum of 5 years of relevant in house or law firm paralegal experience.

Experience reviewing, drafting, and interpreting contracts.

Strong interpersonal and communication skills, strong business judgment, attention to detail, and team orientation.

Proficiency with Microsoft Word. Proficiency with Microsoft Excel preferred.

Ability to work in a fast-paced environment, handle a high volume of work, and prioritize competing deadlines.