

Contracts Administrator/Commercial Paralegal

Westlake, Texas; or Jacksonville, FL
(Remote possible with some travel to office locations)

The Role

We are looking for a legal professional with significant experience reviewing and drafting commercial agreements as well as assist the legal department with other tasks and projects as needed. The ideal candidate would have a great attention to detail and a general understanding of a corporate legal department and the contract life cycle.

What You'll Do

- Review, revise, draft and negotiate client and vendor agreements under the oversight of the company's attorneys
- Assist in and manage the contract approval process
- Track the status of agreements to completion, following up as needed
- Maintain and manage contract templates and process documentation
- Maintain databases and spreadsheets related to contracts, and organize trainings and certificates of training completion
- Help manage third-party subpoenas and internal investigations
- Participate in company's internal compliance audits, including vendor due diligence questionnaires
- Special projects dependent upon business needs
- Other duties as assigned

What You'll Do

- Demonstrated skills in vendor management and contract drafting and negotiation is required, experience in software and data licensing a plus.
- Must have knowledge of different commercial agreements, terms, and legal requirements.
- Strong planning, prioritizing, and organizing skills, including the ability to effectively manage multiple issues and projects.
- Capable of drafting and/or editing legal commercial agreements such as NDA's, master services agreements, statements of work, settlement, and release agreements, and software licensing agreements.
- Ability to analyze and interpret complex documents simultaneously, and recognize legal, compliance, and litigation exposures and prioritize appropriately.

- Organizes, correlates and edits drafts of documents and contracts for attorneys.
- Provide detailed client/contract information as requested.
- Proofreads documents for changes to be made before the final copy is produced.
- Strong administrative, analytical, problem-solving, and organizational skills as well as excellent oral and written communication skills.
- Solid judgment and business acumen and understanding of business operations and corporate governance issues.
- Willing to independently assist in the processing of the company's higher volume, more routine contracts, such as non-disclosure/confidentiality agreements.
- Proficiency in Microsoft Office applications.
- Experience with SalesForce and prior experience with a CLM a plus.
- 10+ years of contracts manager or specialist/commercial paralegal experience or a combination of both.

PERSONAL CHARACTERISTICS

- Output-driven and likes to work / lead with a focus on empirical goals and results.
- Unquestionable integrity to handle critical, highly confidential assignments.
- Self-motivated, operates with a sense of urgency and demonstrates high learning agility.
- Resilient with high energy / passion to excel.
- Very strong attention to detail.
- Work collaborative with others.
- Ability to work in a fast-paced environment.

It is impossible to list every requirement for, or responsibility of, any position. Similarly, we cannot identify all the skills a position may require since job responsibilities and the Company's needs may change over time. Therefore, the above job description is not comprehensive or exhaustive. The Company reserves the right to adjust, add to or eliminate any aspect of the above description. The Company also retains the right to require all employees to undertake additional or different job responsibilities when necessary to meet business needs.

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