

JOB DESCRIPTION

Manager Approval: _____
Date Signed: _____
HR Approval: _____

Job Title:	Paralegal – Corporate Secretary
Division:	Corporate
Reports to:	President & CEO
FLSA Status:	Exempt
Last Revised:	01/2023 DW

JOB PURPOSE:

The position combines two functions: that of a paralegal/corporate legal administrator and corporate secretary. Ideal candidate will possess advanced paralegal or legal executive assistant experience. Candidate will work closely with outside General Counsel and senior management to maintain the Corporation’s records and contract management system, maintain shareholder records, and manage shareholder relations and transactions.

ESSENTIAL FUNCTIONS (Corporate Secretary):

- Attend all Board Committee and Board of Directors meetings. Coordinate the preparation of appropriate notices, agendas, minutes, and other supporting documentation.
- Prepare and maintain corporate records of parent, subsidiaries, and affiliates. Maintain all corporate files in accordance with records retention policies.
- Coordinate filing of annual corporate reports.
- Coordinate and conduct shareholder transactions and maintain shareholder records and ledger system. Serve as the main point of contact for shareholders.
- Assist with planning and conduct of annual shareholder meeting.

ESSENTIAL FUNCTIONS (Paralegal/Legal Administrator):

- Assist General Counsel and senior management in management of review of contracts and other legal documents.
- Assist General Counsel and senior management with contracts for which an approved template is appropriate including independent contractor agreements, consulting services agreements, confidentiality agreements, lease agreements, and sale agreements.
- Assist General Counsel and senior management on research including legal research as requested.
- Receive, file, index, and summarize contracts and other legal materials. Maintain copies of all contract agreements and leases, maintain contract management system and work with senior management to ensure timely renewal or appropriate closure of expiring contracts.
- Maintain docket on litigation matters and assist General Counsel on their review and reporting on litigation matters.
- Assist the General Counsel on review of legal bills from outside counsel in coordination with the lead manager.

OTHER DUTIES:

- Perform or assist with any operations, as required to maintain workflow and to meet schedules and quality requirements.
- Participate in any variety of meetings and work groups to integrate activities, communicate issues, obtain approvals, resolve problems, and maintain specified level of knowledge pertaining to new developments, requirements, and policies.
- Perform other related duties as assigned.

COMPETENCIES:

- Maintain the highest level of confidentiality on all business and corporation matters.
- Excellent organization and attention to detail with a meticulous, detail-oriented approach to all work matters.
- Technological proficiency in all the Microsoft Office suite applications.
- Ability to manage existing contract management system and online corporate governance platform.
- Team player, solutions-oriented and collaborative with superior written and oral communication skills.
- Excellent research skills. Knowledge of legal terminology.

EDUCATION/EXPERIENCE:

- Significant paralegal or executive assistant experience required.
- Three plus years of experience in related corporate secretary position preferred.

JOB DESCRIPTION ACKNOWLEDGEMENT:

I have received, reviewed, and fully understand the job description. I further understand that I am responsible for the satisfactory execution of the essential function described therein, under all conditions as described.

Employee: Print Name

Employee: Signature