



Job Title: Contract Administrator

Reports To: VP of New Business Development

Fair Labor Standards Act Status: Exempt

Summary:

Provides overall support to the business and legal functions within the company including supporting product development efforts, internal and external contract management, intellectual property and product compliance. The Contract Administrator will coordinate activity with outside counsel, manage corporate documents and contracts, maintain and monitor a corporate docket and maintain product compliance files. The Contract Administrator works under general supervision and relies on experience to plan and accomplish goals.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Organize, index and maintain corporate documents and contracts.
- Respond to inquiries and requests by outside counsel to support contract, litigation and other business and legal evaluations.
- Support product development, including protection of IP.
- Organize and maintain product files and legal files.
- Assist in litigation support including discovery obligations and pleading submissions.
- Maintain corporate calendar to ensure timely filings for renewals.
- Maintain IP portfolio and related license materials.
- Attend various company meetings and communicate information to internal departments, third party vendors and outside counsel as necessary.
- Assist in completion of special projects and initiatives on an as-needed basis.

Employer expectations

- Strong work ethic
- Productivity
- Professionalism
- Problem-solving and critical thinking skills
- Technical skills
- Interpersonal skills
- Communication skills
- Customer focus
- Teamwork and collaboration skills
- Knowledge of Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word). Proficiency in Excel.

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Language Ability:

- Ability to read, analyze, and interpret general business reports and documents.
- Ability to effectively present information and respond to questions from groups of managers, clients and customers.

Math Ability:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Skills:

- Microsoft Office; Microsoft Word, Microsoft Excel, PowerPoint, Outlook, etc.
- Strong organizational, interpersonal, and teamwork skills.
- Ability to work under deadlines and prioritize responsibilities with limited supervision.
- Ability to handle and maintain confidential information.

Education/Experience:

- Bachelors degree and paralegal certificate preferred.
- 3–5 year’s experience in corporate or legal paralegal environment.

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