



PR/087020 | Corporate Para Legal

Job Information

Recruiter

JAC Recruitment USA

Job ID

1565053

Industry

Restaurant, Food Service

Job Type

Permanent Full-time

Location

United States

Salary

Negotiable, based on experience

Refreshed

December 23rd, 2025 08:00

General Requirements

Career Level

Mid Career

Minimum English Level

None

Minimum Japanese Level

None

Minimum Education Level

Associate Degree/Diploma

Visa Status

No permission to work in Japan required

Job Description

POSITION SUMMARY

A well-established corporate legal team is seeking a detail-oriented and proactive Paralegal to support a wide range of legal and administrative functions. This role will assist with contract management, compliance tracking, litigation coordination, and interdepartmental legal support. The ideal candidate will have strong organizational skills, legal document proficiency, and the ability to manage multiple priorities in a fast-paced environment.

RESPONSIBILITIES

- **Legal Document Management:**

Draft, review, and revise contracts, agreements, leases, and other legal documents. Ensure formatting and accuracy using MS Word and PDF tools.

- **Compliance & Deadline Tracking:**

Monitor legal and company compliance deadlines, renewals, and obligations. Maintain task tracking systems and ensure timely execution of deliverables.

- **File & Records Organization:**

Manage electronic and physical files for both transactional and litigation matters. Conduct routine audits to ensure completeness and accuracy.

- **Coordination & Communication:**

Schedule meetings, prepare agendas, and handle communications with internal teams, external counsel, and vendors. Assist with document execution and notarization.

- **Transactional Support:**

Support due diligence, closing, and post-transaction activities. Assist with government filings, corporate governance documentation, and internal reporting.

- **Cross-Departmental Legal Assistance:**

Provide legal support to HR, Facilities, and other departments. Help implement legal policies and ensure understanding of confidentiality and privilege protections.

QUALIFICATIONS

- Associate's degree in Paralegal Studies or related field required; Bachelor's preferred.
- Paralegal certification preferred.
- Minimum 6 years of experience in a transactional law firm; in-house corporate legal experience preferred.
- Experience with contract drafting and management required; litigation support is a plus.
- Familiarity with employment law, real estate, trademarks, or food law compliance is desirable

LOCATION Santa Fe Springs, CA

EMPLOYMENT TYPE Full-Time

SALARY USD70,000-100,000 (DOE)

BENEFITS

- Life & accident insurance
- Pet Insurance
- 401(k) with company matching
- Paid time off
- Wellness program and EAP assistance and much more!

#LI-JACUS #LI-US #countryUS

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Company Description