



PR/087020 | Corporate Para Legal

募集職種

人材紹介会社
JAC Recruitment USA

求人ID
1565053

業種
レストラン・フードサービス

雇用形態
正社員

勤務地
アメリカ合衆国

給与
経験考慮の上、応相談

更新日
2025年12月23日 08:00

応募必要条件

キャリアレベル
中途経験者レベル

英語レベル
無し

日本語レベル
無し

最終学歴
短大卒：準学士号

現在のビザ
日本での就労許可は必要ありません

募集要項

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!

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