Legal Coordinator
San Francisco, California
$Competitive

We are a global consortium leading the development of open, vendor-neutral IT standards and certifications. We operate the IT industry’s premier certification service for people and products, providing confidence that individuals have the required knowledge or experience and that products conform to open standards. We are now looking for a Legal Coordinator to join our team.

If you’re a self-motivated paralegal or similarly experienced individual looking to move into a challenging in-house legal position, this is an excellent opportunity not to be missed.

As a Legal Coordinator, you will be responsible for providing a high quality legal support service to the business.

Focusing on protecting the company’s brand, you’ll monitor our trademark and promote the correct usage of it by enforcing all trademark agreements. You’ll support legal document reviews, ensure that all facts are up-to-date and manage and track all documentation.

Additionally, you’ll support internal processes relating to contractual agreements to ensure that agreements are processed in a timely manner.

To be considered for this role, you must have:

- At least three years’ experience in an administrative, project management or other role requiring attention to detail and time management
- Experience of processing agreements
- Previous experience of working in cross-functional teams

As a Legal Coordinator, you must be enthusiastic, extremely organized, meticulous and able to work well independently. Excellent attention to detail and the ability to communicate effectively are also key.

While not essential, previous experience as a paralegal would be beneficial to your application, as would a Bachelor’s degree.