

## Paralegal Legal Operations Specialist

### Description

The Role: SnapLogic is looking for a meticulous, self-driven, and detail oriented Paralegal/Legal Operations Specialist to join our Legal team. This role will report to the Head of Legal. The successful candidate will be an individual contributor with experience with Ironclad. This role is for candidates located in the Central or Western US timezones and will have some expectation to work in our San Mateo, CA HQ. nWhat you'll do:Support a collaborative legal team in the drafting and basic review and updates of various contracts and documentsInitial review/negotiation of NDAs and vendor contracts, for final approval by counselCoordinate all aspects of the contract review cycle from initiation, approvals, signature process, distribution and archivingCreate, maintain and update contract management processes, including build, revise, and maintain Ironclad workflows as requested. Advise on best practices.Manage and lead special projectsIdentify gaps in existing processes and build scalable solutions to support a fast-growing business. Advocate for the adoption of new processes for the team.Collaborate with various stakeholders including Sales, Deal Desk, Finance, Business Technology, Security and Procurements teamsCreate Playbooks under the guidance of counselUpdate and maintain company contract database, which includes a basic understanding of contract terms and relevant renewal and notice deadlines Archive and filing of NDAs, contracts, and other legal documentsHandle internal company contract/legal requests that require short turnaround and involve internal company matters Manage signature process for various agreements and documentsCompare and contrast contract versions during all stages of negotiations, including preparation of related contract exhibits and addendaBasic legal researchAssist in creation of internal training presentationsDraft internal company memosAssist with email communications to third parties, on behalf of the legal departmentAssist in the administration of internal legal processes and operationsWhat we're looking for:5+ years of paralegal or contracts administration experience at a law firm or in-house environmentDeep experience with commercial contracts, SaaS, license, and non-disclosure agreementsSuperior drafting skillsHighly organized and detail-orientedExcellent verbal, analytical, and written communications skillsCapable of collaborating with cross-functional teams located across the globeExperience working in a demanding, fast-paced, high volume transaction environmentComfortable working under tight deadlines while demonstrating sound judgment, flexibility and creativityAble to prioritize appropriately and manage multiple tasksAbility to maintain confidentiality, and to exercise discretion and good judgment Collaborative team player who is willing up to roll up one's sleeves to get the job doneCoachable and open to constructive feedbackTransparency and accountabilityPreferred Qualifications:Experience reviewing or coordinating the review of order forms, non-disclosure agreements, a variety of agreements and policiesTechnical savvy â&#x2022; highly skilled at the use of Word, Google Docs, Excel, PowerPoint, DocuSign and other technical toolsFamiliarity with tools like Ironclad, CPQ, and Salesforce is a plus\$75,000 - \$90,000 a yearThe above range is the approximate annual U.S. base pay range for this position. Final offer amounts are determined by multiple factors, including candidate location, experience and expertise, and may vary from the range listed. In addition to base salaries, certain roles are also eligible for annual cash bonuses or commissions. All of our full time employees get stock options and a comprehensive benefits package.nWhy Join:There's never been a better time to join SnapLogic. Here are a few reasons why:Perks And Benefits: The list includes, but is not limited to: competitive salary, flexible PTO (USA employees), comprehensive healthcare; 401(k); FSA and supplemental insurance; paid parental leave; wellness and fitness reimbursements; gym and lunch on site (HQ). Company Momentum: Industry

### Hiring organization

SnapLogic

### Job Location

United States

### Base Salary

\$ 50000 - \$ 80000

### Date posted

June 12, 2024

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experts have consistently recognized our company, products, customers, and employees as best-in-class, from our year-over-year Leadership in Gartnerâs iPaaS Magic Quadrant, to our 2021 CODiE Award win, to our recognition as a 2022 Bay Area Top Workplace. Hot Market Opportunity: Leading organizations are embracing the cloud, data, and AI to rethink and rewire their businesses. According to industry analysts, the integration market alone is growing four times faster than the overall software market, approaching more than \$5 billion in revenue. Innovative Product: SnapLogic is the only company to provide a single, unified platform for all of a companyâs integration and automation needs: application integration, data integration, API management, B2B integration, and data engineering. World Class Customers: Hundreds of customers around the globe trust SnapLogic to handle their enterprise integration and automation needs. Our customers come first, and weâre proud of SnapLogic's industry-leading customer retention rate of over 95%. SnapLogic is headquartered in San Mateo, CA with offices in New York, NY; London, UK; and Hyderabad, India. To all recruitment agencies: SnapLogic does not accept unsolicited agency resumes. Please do not forward resumes to SnapLogic employees or to any other company location. SnapLogic is not responsible for any fees related to unsolicited resumes and will not pay fees to any third-party agency or company that does not have a signed agreement with the company. SnapLogic provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. SnapLogic complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. SnapLogic expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of SnapLogic employees to perform their expected job duties is absolutely not tolerated. Please mention the word \*\*ROOMY\*\* and tag RMzQuMTQ1LjlyMC41NQ== when applying to show you read the job post completely (#RMzQuMTQ1LjlyMC41NQ==). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

## Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)