



**Job Title:** PARALEGAL / LEGAL ASSISTANT  
**Job Type:** Regular, Full-Time **FLSA Status:** Non-Exempt  
**Job Class:** Administrative  
**Department:** Legal **Location:** Beaumont, TX  
**Reports to:** Senior Attorney, OCI USA Inc.  
**Direct Reports:** None  
**Indirect Reports:** None

#### JOB SUMMARY / OVERVIEW

Responsible for providing paralegal and legal administrative support to the Legal department for OCI entities in the United States. Assists in the creation, preparation, verification, maintenance, filing and retrieval of corporate legal documents. This position will assist the Senior Attorney with the management of the legal obligations of OCI through support of case information, evidence, tracking cases and ancillary legal proceedings. Requires a bachelor's degree or its equivalent and 2+ years of related experience. Has knowledge of commonly-used legal concepts, practices, and procedures. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision and reports to the Senior Attorney.

#### ESSENTIAL JOB FUNCTIONS

- Drafting and providing contract support for standard corporate agreements, such as non-disclosure, sales, marketing, and independent contractor agreements. Overseeing the contract process, including planning, collaboration, and execution. Reviews executed contracts and documents for relevant terms and conditions.
- Coordinates and manages the contract and entity management process from intake to execution, tracking expiration and renewal dates of contracts and insurance certificates (as applicable).
- Preparing contract management, entity management and litigation reports.
- Organize and file (electronically and/or hard copy) corporate and governance documents to various entities.
- Directly supports in-house counsel. Working with other members of the legal team on special projects and initiatives. Providing support for documents and activities related to special corporate transactions. Coordinates with other departments and/or OCI entities as required.
- Performs general office duties and clerical duties, such as making copies, preparing agendas, and creating/modifying documents.
- Coordinates with internal and external auditors and other stakeholders to track information requests, deadlines, and fulfillment.
- Schedules, coordinates, attends and/or participates in meetings as required.
- Protects organization's value by keeping information confidential.
- Provides various reports as needed.
- Follows all relevant company and legal department policies and procedures.
- Performs other tasks as assigned.

## QUALIFICATIONS

### Licenses, Certifications, and/or Registrations

- None required

### Education, Experience, and/or Training

- Bachelor's degree required.
- 2+ years' experience working in similar role required.

### Knowledge, Skills, and/or Abilities

- Clerical - Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and other office procedures and terminology.
- English Language - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Speaking - Talking to others to convey information effectively.
- Time Management - Managing one's own time and the time of others.
- Service Orientation - Actively looking for ways to help people.
- Coordination - Adjusting actions in relation to others' actions.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Speech Recognition - The ability to identify and understand the speech of another person.
- Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Category Flexibility - The ability to generate or use different sets of rules for combining or grouping things in different ways.

## SPECIAL REQUIREMENTS

### Tools / Equipment

- Computer
- Copy Machine



- Scanner
- Telephone system

#### **Software**

- High Proficiency in Microsoft Office, including Word, Excel, and Outlook required.
- Experience with contract management software *preferred*.

#### **Physical**

- Ability to lift 10 lbs. occasionally.
- Ability to sit for prolonged amounts of time required.
- Ability to effectively communicate through various means required.

#### **Environmental**

- Work is performed within an office environment, including office equipment – such as computers, telephones and copiers.
- Noise levels are typically moderate.

#### **Work / Schedule**

- Monday – Friday between 8:00am – 5:00pm.
- May work additional hours and days, including weekends and holidays as required.

#### **Travel**

- 20%

### **DISCLAIMER**

This is not necessarily an exhaustive list of all responsibilities, skill, tasks, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, OCI Beaumont, LLC reserves the right to revise or change job duties and responsibilities as business needs arise. In compliance of EEOC regulations, if the employee cannot perform the essential functions of this position in a satisfactory manner, further accommodations shall be made if it does not constitute undue hardships upon this organization.

**Prepared by:** Bobby Owens  
**Prepared Date:** 6/12/2018  
**Approved by:** Rachel Milroy  
**Approved Date:** 6/13/2018  
**Reviewed by:**  
**Review Date:**