



Paralegal/Legal Assistant

The Legal Assistant will support the in-house attorneys in various legal matters, but primarily be responsible for managing and administering the flow of contracts for the organization.

Essential/Primary Duties, Functions and Responsibilities:

- Coordinate legal and administrative matters with internal functional groups
- Coordinate paper and electronic document collections, reviews and approvals
- Prepare, analyze and review legal documents related to business transactions and corporate governance. Prepare documents, such as statistical charts and graphs. Draft correspondence with outside counsel and business partners, as requested.
- Organize, maintain, and use database or other document management systems; implement procedures and revise as needed to keep current
- Assist with high level contract drafting and negotiation
- Performing general office tasks

Knowledge, Skills, Abilities and Requirements:

- Bachelor's degree is required; Paralegal Certificate is preferred
- Minimum of 3 years related experience in a law firm or corporate legal department
- Prior experience with clinical trial agreements, general contract administration, FDA and pharmaceutical regulations, informed consent and privacy compliance issues desired
- Must be able to interact effectively and professionally with all levels of personnel
- Proactive, self-starter who is able to plan, organize and complete work with minimal supervision
- Experience in a fast paced environment and the ability to respond quickly and positively to shifting demands and tight timelines
- Superior organizational skills and detail oriented

Additional Information:

- Our company overview and history: <http://www.portola.com/Company-Overview>
- Please include a cover letter that highlights your qualifications and matches our requirements and send resumes to careers@portola.com
- Recruiters: Please click this link for more information: <http://www.portola.com/Recruiters-and-Vendors>.