

Old World Industries, Inc.

Paralegal

REPORTS TO: Senior Vice-President, General Counsel

POSITION PURPOSE:

Provide legal assistance to General Counsel, Associate General Counsel, outside counsel and in-house staff as part of six person in-house legal team.

DUTIES, TASKS AND RESPONSIBILITIES:

- A. Regulatory and Compliance** – Conduct, monitor, maintain and update legal regulatory and compliance programs and research across a wide variety of legal topics and product lines and prepare legal memos summarizing same (e.g., case law and statutes pertaining to various legal fact patterns; regulations pertaining to new products and corresponding compliance requirements; product labeling requirements; corporate due diligence research pertaining to potential business partners); maintain, monitor and update database of laws and regulations relevant to company's products and businesses.
- B. Product and Package Labeling, Advertising and Promotions** – Participate in the compliance review, approval, updating and record keeping of product and packaging labels as well as advertising and promotions (including sweepstakes and rebates) from Marketing group; review and research federal and state laws and regulations relating to same.
- C. Corporate Governance and Corporate Secretary** – Assist in maintaining domestic and international corporate books and records, including drafting of resolutions and organizing electronic data base.
- D. Intellectual Property (Patents, Trademarks, Domain Names)** – Experience with prosecution and maintenance of patents, trademarks and domain names helpful but not required. Experience with the management of patent clearance reviews for new products also helpful but not required.
- E. Legal Drafting** – Assist General Counsel and Associate General Counsel by drafting initial versions of various contracts, correspondence and other documents.
- F. Online Legislative Alerts** – Electronically monitor, review and report on pending legislation effecting company activities and businesses
- G. Law Librarian** – Act as law librarian; electronically organize and up-date legal volumes and periodicals.

SKILLS, KNOWLEDGE AND ABILITIES:

- 5 yrs minimum experience as a paralegal required.
- Paralegal certification or equivalent experience required.
- Experience in regulatory and compliance environment required.
- Experience in maintaining corporate governance records
- Experience in managing trademarks and patents.
- Experience in drafting contract documents.
- Experience in legal research and summarization.
- Demonstrates attention to detail.
- Highly organized, efficient, pro-active, and independently motivated.
- Superior proactive interpersonal, written, verbal communication and team skills.
- PC experience including knowledge of CPI, WESTLAW and CORESEARCH online search products preferred.
- Background in chemistry preferred

- Fluency in Spanish (read and write) preferred