

## Contract Paralegal

Fulltime | Kennesaw, United States

### WHO WE ARE

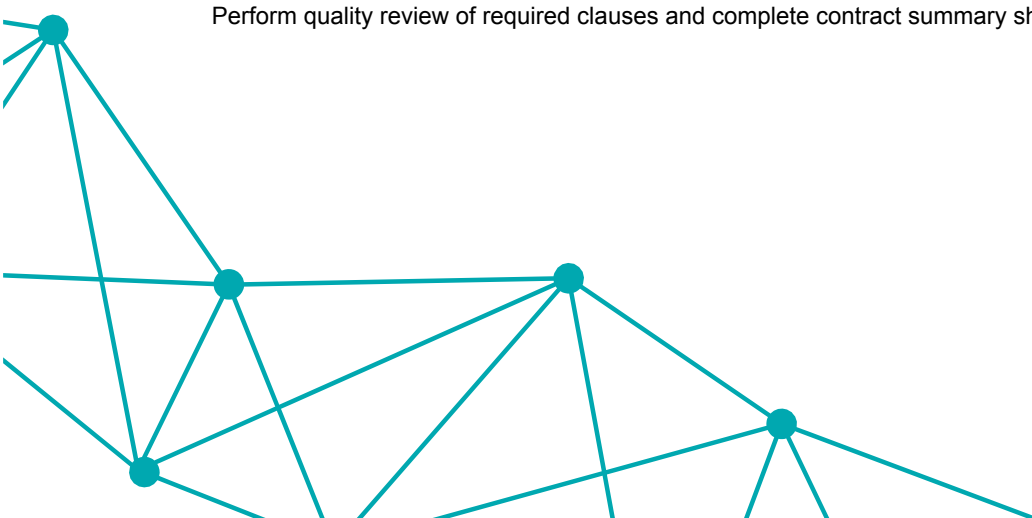
At KNAPP (pronounced K-NAP, not Nap!), we “Make Complexity Simple” by offering intelligent solutions for digitizing and automating everything from production and distribution to the last mile and stores. We are the customer’s value tech chain partner, which means partnering with the customer to create the most value within each link in their supply chain. Leveraging the latest software, AI and Robotics technology, we continue to disrupt the logistics automation industry for the world’s industry leaders in grocery, healthcare, retail, e-commerce, apparel & manufacturing. We are a global company with our US headquarters located just North of Atlanta in Kennesaw, GA. KNAPP specializes in automated solutions for both WMS (Warehouse Management Systems) and WCS (Warehouse Control Systems) for B2B (Business to Business) and B2C (Business to Consumer) customers. We are a growing company of over 7,200 employees worldwide and in over 50 countries that is privately held, with 7% of our revenue reinvested in R&D, ensuring a strong and vibrant future! Join us and see how you can help change the world! For more information, visit [www.knapp.com](http://www.knapp.com).

### WHAT YOU GET TO DO

Supporting external General Counsel as follows:

- Monitor progress of tasks assigned to external General Counsel to ensure on-time delivery. Provide progress updates to internal and external stakeholders as needed.
- Coordination of contract review assigned to outside General Counsel. After receipt of comments from outside General Counsel:

Perform quality review of required clauses and complete contract summary sheet



Ensure required alignment and review is done with appropriate internal stakeholders.  
Collect required information (i.e. tax matrix, KAG IT/ Data Security review, etc.) from internal departments.  
After above items are finalized, provide redlines to stakeholders/customers/suppliers.  
Coordinate follow-up meetings as required.

- Perform quality review of required clauses and complete contract summary sheet
- Ensure required alignment and review is done with appropriate internal stakeholders.
- Collect required information (i.e. tax matrix, KAG IT/ Data Security review, etc.) from internal departments.
- After above items are finalized, provide redlines to stakeholders/customers/suppliers.
- Coordinate follow-up meetings as required.
- Review, edit, and prepare draft legal documents including notice letters, requests for information and general correspondence.
- Assess the need for licenses in various locations (state, city, county) and research the process for obtaining licenses.
- Monitor deadlines and prepare license applications and renewals.
- Prepare written reports and correspondence.
- Provide administrative assistance to Corporate Counsel and General Counsel as needed.
- Coordinate with the Legal Executive Assistant to assist with legal documents and filings as needed.

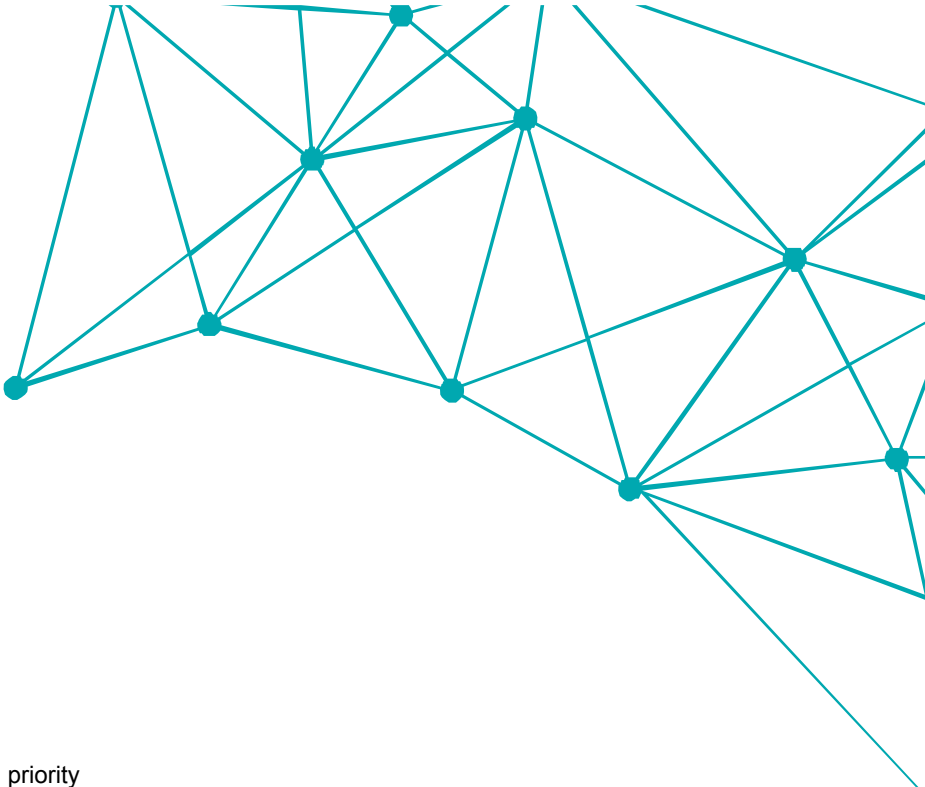
#### WHAT YOU HAVE

- Bachelor's Degree, Associate's Degree, or Certificate program in paralegal studies.
- 5+ years of experience working in a medium or large law firm or corporate environment.
- Experience in the supply chain industry, construction law, technology contracts and/or software contracts
- Experience preparing legal documents and understanding legal language and terminology.
- Strong proofreading/editing skills required.
- Relevant computer knowledge and experience.

#### Key Competencies:

- Research skills
- Planning and organizing
- Time management
- Ability to change tasks with short notice

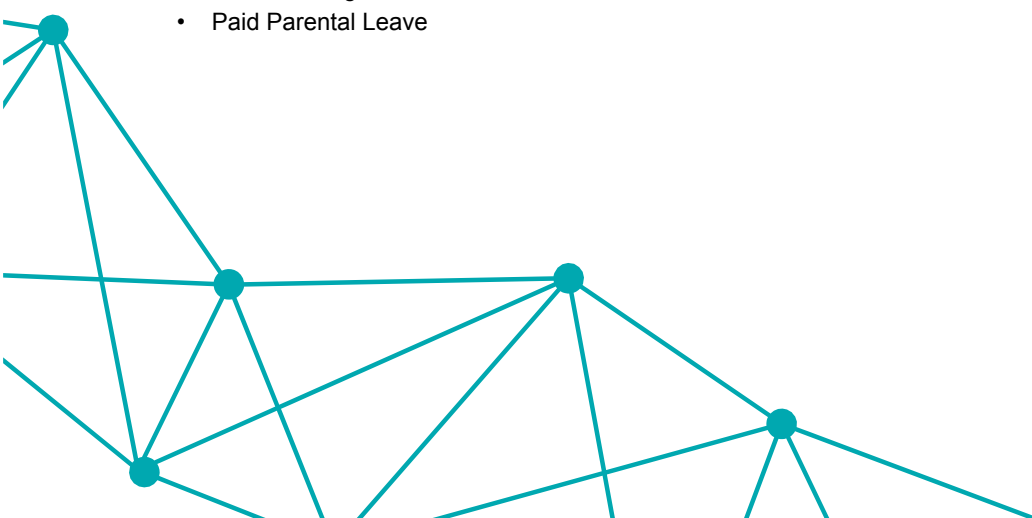


- 
- A decorative graphic in the top right corner consisting of a network of teal lines connecting several circular nodes, forming a complex web-like structure.
- Information monitoring
  - Strong communication skills
  - Attention to detail and accuracy
  - Commitment to confidentiality
  - Teamwork
  - Ability to handle multiple tasks of varying priority

#### Working Conditions and Environment:

- Overtime as required by work
- Authorization to work in the U.S.
- Professional office etiquette is required at all times
- Physical requirement may include sitting, stooping, bending, visual acuity, finger dexterity, walking, lifting up to 50 pounds

#### WHAT YOU WILL GET

- 
- A decorative graphic in the bottom left corner consisting of a network of teal lines connecting several circular nodes, forming a complex web-like structure.
- 2 remote days per week
  - Half day Fridays
  - A beautiful new, state-of-the-art, office complex in Kennesaw, GA
  - Industry competitive compensation
  - Great benefits with better than average employer contributions, including health, dental, vision, life insurance, Flexible Spending Accounts, Short & Long Term Disability and more!
  - 401k with a very generous employer match and no vesting!
  - Paid Vacation & Holidays
  - Profit Sharing
  - Paid Parental Leave



- Subsidized Daycare
- Tuition Reimbursement
- Pet Insurance
- Subsidized food delivery
- Monthly celebrations
- Quarterly employee events
- Corporate Social Responsibility including recycling, sustainability and volunteering

KNAPP is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, age, national origin, veteran, disability status or any other basis protected by law.

Due to the safety-sensitive nature of this position, strict adherence to KNAPP's drug-free workplace policy is required. All candidates will be subject to drug-screening in accordance with the policy and will be expected to remain drug-free during their employment. There will be no exception if recreational or medical use of marijuana is permitted in the location of employment and/or residence or if use of marijuana is only during "off-hours."

