



## **Paralegal**

### **Remote**

#### **Summary**

Reporting directly to the General Counsel & Corporate Secretary, the Paralegal is responsible for providing timely and effective support to the Legal Department across a variety of legal and compliance functions with a focus on contracts management and Corporate Secretary support.

#### **Responsibilities**

- Provides Corporate Secretary support by preparing, distributing, and filing corporate minutes, resolutions, unanimous written consents, etc.
- Drafts and negotiates commercial contracts, MSA's, scopes of work, CDA's and contractor agreements.
- Provides support across the legal function in the fields of, corporate, intellectual property; data privacy and security; governance; and organizational compliance.
- Maintains and updates Corporate Policies as required; ensuring Board approval and communication to employees as required
- Oversees systems and processes to ensure the confidentiality of information and documentation received from internal and external sources.
- Prepares Employment Agreements for newly hired employees as required
- Perform back-up administrative tasks as needed, such as docket management, scheduling, filing and document organization.
- Other related duties as assigned.

#### **Qualifications and Requirements**

- Bachelor's or Associated Degree in Paralegal Studies, or Paralegal Certificate (approved by the American Bar Association).
- 8+ years of relevant paralegal experience, at least some portion of which was in-house pharmaceutical/biotech company environment, preferably with experience at a commercial-stage pharmaceutical organization
- Experience in the areas of corporate compliance, contracts management and Corporate Secretary support, with additional expertise in one or more of the following: intellectual property docket management, corporate compliance and policies, SEC reporting, data privacy and security, etc.
- Experience with contracts management systems, preferably Icertis and/or Agiloft; experience assisting in the implementation of such systems would be an asset.
- Proficiency with Microsoft Office programs, including Outlook, Word, Excel, PowerPoint, and Teams; Adobe Acrobat Pro; a patent docketing system (especially AppColl) and legal research platforms.
- Experience in intellectual property docket management, annual corporate and regulatory filings and data privacy and security legal issues, such as the General Data Protection Regulation, California Consumer Privacy Act, etc.

- Excellent verbal and written communication skills.
- Ability to prioritize effectively and adjust to meet unexpected deadlines
- A detail-oriented professional who is highly organized and can manage a significant workload in a fast-paced environment
- Ability to organize, synthesize and evaluate significant amounts of information/data, and can communicate complex legal issues to colleagues and stakeholders in an easily understood manner.

### **How to Apply**

To apply for this role, please submit your CV and cover letter in PDF format to [hr@sierraoncology.com](mailto:hr@sierraoncology.com). Please indicate the position title in the subject line of your email. We thank you in advance for your interest in Sierra. We will contact you directly should we wish to arrange a meeting to discuss this position further.