



Galvion exists to empower military and tactical missions around the world. Our Armor, Soldier Power and Electronics, Vehicle Platform Power and Advanced Concept Development divisions work independently as well as collaboratively to design, develop and deliver best-in-class, purpose-built solutions that enhance the agility and survivability of the modern warfighter and other demanding end-users. With 18 years of experience, we have a proven track record as a reliable partner and a reputation for excellence. We believe in human-centered innovation and work proactively to solve the problems left unsolved by others so that our partners can safely complete their missions.

At Galvion, we honor our history, harness our power and galvanize the future.

PARALEGAL

The Corporate Paralegal (Paralegal) will work alongside the Head of Contracts and others business leaders in managing the corporate legal needs of the company, in order to support and achieve the company's business objectives.

SPECIFIC ESSENTIAL DUTIES & RESPONSIBILITIES

- **Contract Drafting:** Work independently to draft NDA's, sales/distributor agreements and other legal documents as required by Galvion programs and projects. Support sales efforts, requiring interpretation of legal requirements, assessment of risks, and solicitation of relevant information from colleagues.
- **Business Support:** Collaborate with cross functional teams including Finance, Accounting, Human Resources, Business Development, Sales, and Compliance to develop and maintain business and policy projects.
- **Corporate Governance:** Manage the corporate governance requirements of the various corporate entities of Galvion, which includes responsibility for all required corporate filings, record keeping and managing Board of Director Meetings, as required by the various corporate jurisdictions. Interaction with all members of the various Boards of Directors and Corporate Officers as necessary to accomplish this responsibility.
- **Compliance:** Assist with company compliance and regulatory matters, including the drafting, preparation, review, coordination, and filing of documents, as well as facilitating export compliance.
- **Immigration:** Manage immigration cases as required, including all visas and work permits as may be required by the jurisdictions in which Galvion does business.
- **Contract Management:** Track the company's contractual obligations from inception through conclusion and maintain the legal contracts and key business deadlines in the legal database.
- **Intellectual Property:** Assist with intellectual property case management, entailing oversight and interaction with of outside counsel, docketing of patent and trademark actions, and interaction with Galvion innovators regarding documentation of inventions as well as required documentation for patent and trademark filings



KNOWLEDGE, SKILL & EXPERIENCE REQUIREMENTS

- DEC or Certificate in Business Law or Paralegal Technology or similar.
- 4+ years experience as in-house or law firm paralegal, preferably with manufacturing industry experience or government contracting.
- Superior organizational and analytical skills, including the ability to concisely digest, present / report information; excellent attention to detail.
- Ability to work effectively with outside counsel and executives/staff at all levels.
- Strong computer skills: Microsoft Office Suite, Outlook, Adobe Acrobat and Internet are mandatory;
- Delivers professional internal and external service, using excellent oral, written and interpersonal communication skills, and requiring significant levels of patience, tact and diplomacy.
- Have the ability to handle a high volume of work on time-sensitive projects, to multi-task, and manage competing priorities;
- Be extremely flexible, a self-starter, and able to work with minimal supervision, in a fast paced business environment, that may at times, require extra hours.
- Be able to interact with employees in a team-based environment and work well independently.
- Bilingual preferably (Excellent English skills, oral and written, French - beginner level).

Galvion Military provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Galvion Military complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Please apply through our career website at

<https://galvion.breezy.hr/p/dc843ea280ae-paralegal> or

send us your application by email to career@galvion.com and specify PARALEGAL in your title.