Job Details

Position Information

Reference Number 040715411
Title CONTRACT TRACKING SYSTEM PARALEGAL
School Name President's Center (81)
Org General Counsel (8105)
Job Open Date 07-22-2004
Salary Grade 026
Job Family A-General/Professional Administrative
Employment Type Exempt
Hours N/A
Position Type Full Time
Position Schedule 8:30-5:00
Months 12

Duties: Work with contract administrator and University of Pennsylvania Health System components to coordinate administrative functions and support for the implementation and ongoing operations of the University of Pennsylvania Health System's program for contract management, administration, and storage of executed contracts and related files as part of the Contract Tracking System; serve as liaison to Contract Tracking System's vendor & to various levels of management both internal & external; reviews & abstracts contracts & associated documents as needed; request appropriate records relevant to contractual issues as needed; verify compliance provisions in executed contracts; maintain contract follow-up & provide notifications regarding terminations, renewals, corporate deadlines & statutes of limitations; develop reports & establish report schedules; maintain, update & organize contract files & perform data entry as required; assist in responding to requests for production of documents & due diligence activities as needed; perform other duties as assigned.

Qualifications: College degree, paralegal certification or equivalent and a minimum of three (3) years paralegal experience in a corporate office, law firm or hospital legal office; expertise in the use of computer hardware & software & contracting database management essential; must possess ability to work as part of a team & independently; manage time effectively & use sound judgment; sensitivity in handling confidential materials; strong verbal & written communication skills; strong attention to detail; must be well-organized, self-starter with the ability to take initiative & find solutions to complex situations; must be able to prioritize work & have ability to meet simultaneous deadlines; advanced skill or master of Microsoft Office software applications, with particular emphasis on Access, Word, & Excel & ability to learn new software program, as necessary. Must be energetic & flexible. Must speak, read, & write fluent English.