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| Contract Manager / Paralegal  |
| **Business Unit:** | Risk & Quality  |
| **Reports to:** | Head of Legal  |

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| **Team Summary** |
| Grant Thornton Australia Ltd (GTAL) is a national firm with offices in Sydney, Brisbane, Melbourne, Adelaide, Perth and Cairns. GTAL is a member firm of Grant Thornton International. |

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| **Position Summary** |
| The Contract Manager / Paralegal will support our in-house legal team by performing a variety of tasks to ensure the efficient operation of Legal, within the Quality & Excellence team. This role involves dealing with confidentiality requirements and NDAs, managing contracts, conducting legal research, drafting documents, and providing administrative support to the Head of Legal & Inhouse Legal Counsel.  |

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|  **Responsibilities** |
|  | The key objectives of this position are to:Effectively assist our in house legal team with routine and unique aspects of legal support given to the firm. Demonstrate knowledge and understanding of ethical principles governing conduct within the legal and professional services environment. |
| **Responsibility*** Draft (using template documents), review and revise non-disclosure agreements
* First review of othertypes of contracts and correspondence
* Assist with tenders and drafting responses to requests from clients and potential clients
* Assist in compliance with the firm’s contractual, legal and regulatory obligations
* Ensure all contracts comply with legal and regulatory requirements.
* Establish and maintain contracts register
* Assist with ad hoc projects to improve the efficiency of the legal team
* Conduct ad hoc legal research
* Perform administrative tasks
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| **Technical Skill Requirements** |
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| **Experience, qualification and training** |
| * Minimum of 4 years of experience as a contract manager, paralegal or in a similar role.
* Strong understanding of legal terminology, procedures, and documentation.
* Experience reviewing and negotiating non-disclosure agreements will be highly regarded.
* Excellent research, writing, and communication skills.
* Strong IT systems and technology skills.
* Ability to manage multiple tasks and meet deadlines in a fast-paced environment.
* High level of attention to detail and organizational skills.
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