

ROLE SUMMARY:

Provides highly professional legal and risk management and HR administrative support for the Cascade Engineering Family of Companies.

GENERAL RESPONSIBILITIES:

- Drafts and reviews confidentiality agreements and general contracts under supervision (maintaining confidentiality of all matters)
- Maintains integrity of legal and HR databases, including docketing key dates, notifying the responsible person, updating action items and entering new hire and benefit information
- Supports the development and maintenance of the Employee Service Center on ACE
- Maintains contractual, intellectual property, insurance claim and litigation files; and coordinates related activities
- Maintains commercial insurance files and prepares annual insurance applications and renewals
- Serves as a resource for questions related to the Family of Companies' commercial insurance policies
- Serves as a resource for questions related to employee benefits
- Assists with new hire orientation as needed
- Files state government documents such as UCC financing statements
- Conducts legal and business related research, data analysis, presentations and training as assigned
- Maintains attendance data as required
- Participates in HR forums, departmental and cross-functional task forces as appropriate

MINIMUM EDUCATION, EXPERIENCE AND CORE COMPETENCY REQUIREMENTS:

- Associate's degree in paralegal studies or paralegal certificate/license, with 3+ years related experience
- CE core competencies at the "All Employees" level
- Computer proficiency in Microsoft Office Suite
- Basic accounting skills
- Ability to understand, identify and make recommendations regarding legal and contractual requirements in conjunction with the business needs of the organization
- Strong verbal and written communication skills with the ability to successfully communicate with all levels of an organization
- Ability to edit for grammar, spelling, and other content
- Strong time management and project skills
- Demonstrated organizational skills; ability to work with minimal supervision
- Ability to understand and execute systems
- Strong customer service skills
- Ability to maintain confidentiality

To apply for this job, please email your resume and cover letter to hr-recruiter@cascadeng.com

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The Cascade Family of Companies