

Ernst & Young (EY)

Job Title:	Sr. Paralegal
Job Description:	<ul style="list-style-type: none">- Provides assistance in Compliance project support, including:<ul style="list-style-type: none">o General administration (such as budget, scheduling, co-ordination amongst different cross functional stakeholders);o research, preparing presentation, meeting notes, drafting policies, communications, FAQs, etco Project progress tracking and document control
Specific responsibilities:	<ul style="list-style-type: none">- Reports to Chief Compliance Officer- Experienced professional position- Works under limited supervision and problems are moderately complex- Works to achieve operational targets with significant impact on departmental results- Provides assistance and acts as liaison between inhouse counsel, outside counsel, organizations and inhouse employees- Conducts research on projects as directed by Chief Compliance Officer.- Assists internally in analyzing documents or assist with the review and preparation of documents and materials.- Communicates with parties within and outside of own job function.- May have responsibility for communicating with parties external to the organization (e.g., vendors, etc.)- Works to influence parties within and outside of the job function at an operational level regarding policies, practices and procedures.
Qualifications:	<ul style="list-style-type: none">- Paralegal with an interest in business and 2-4 years of experience. Paralegal qualification required.

	<ul style="list-style-type: none">- Interest in supply chain management or transportation and logistics a big plus!- A person that aspires to be a leader and has a proactive can do attitude and has a proven track record driving successful projects.- Energetic, self-motivated, with a strong propensity to succeed.- Highly organized, with an ability to prioritize time-sensitive assignments.- The position begins as soon as we find the right candidate. Compensation is negotiable and depends on experience and skill level.- Our compensation consists of salary, performance bonus, and stock options.
--	--