



PARALEGAL/LEGAL ASSISTANT

AgraQuest is currently seeking a Paralegal/Legal Assistant to join our legal department. This position is full time and is located in our Davis, California headquarters.

The objective of the Paralegal/Legal Assistant is to support the General Counsel and the Director of Intellectual Property. Responsibilities include and are not limited to; contract database maintenance, commercial and M&A matters, patent, trademark, IP matters, filing, securities law filings, and research, Board and investor matters.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Supports General Counsel and Legal Team in the following areas:

- Assist in creating templates, drafting, execution, monitoring, and filing of commercial agreements, including input to and maintenance of commercial agreements database
- Oversee and manage the creation, implementation and maintenance of global commercial contracting process, including customization of software and database and liaison with business users once process is operational
- Assist with budget and financial reporting as it relates to Law Department matters
- Gathering information, preparing and filing of SEC Form D and similar filings
- Maintaining corporate minute books, coordinating board and shareholder meetings and assume management of investor records
- Assist in organizing and maintaining patent and trademark files, including creating and maintaining files
- Assist in docketing patent and trademark matters
- Tracking and coding bills for patent and trademark matters
- Assist in maintaining corporate secretarial books and setting up the Company's Annual Meeting of Stockholders and periodic meetings of the Board of Directors
- Assists in organization and filing of regulatory matters.

Administrative:

- Supports General Counsel and IP Director with travel arrangements and expense reports and similar administrative needs

KNOWLEDGE/SKILLS/ABILITIES:

- At least 3 years experience supporting commercial and/or patent/trademark attorneys, either in-house or at a firm
- Preferred knowledge of EDGAR (SEC filing system) and contract database software
- Substantive knowledge of commercial contracting
- Excellent communication skills – written and verbal; specifically, (i) ability and confidence to communicate with those responsible for various contracts to determine need for extensions or other actions; (ii) ability to assist with communications with foreign associates about patent and trademark prosecution
- Ability to work closely with attorney to insure that deadlines are met and to take responsibility for reminders

- Excellent organizational skills; ability to organize and maintain files and correspondence (with commercial partners, patent and trademark office and internally, as needed) with minimal supervision
- Excellent knowledge of Microsoft Suite of programs: Word, Excel, PowerPoint; ability to work with and organize data using Excel spreadsheets
- Strong research, analytical and writing skills
- Attentive to detail, conscientious and thorough
- Strong interpersonal skills – ability to work in team environment.
- High degree of integrity and ability to maintain confidential information
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Establish and maintain effective working relationships.

EDUCATION:

- Paralegal certification or experience; Bachelor's degree preferred

EXPERIENCE:

- A minimum of three years related experience and/or training.

AgraQuest offers a competitive salary and benefits package including Medical, Dental, 401(K) and Stock Options.

This is an exciting opportunity for a highly motivated, creative individual looking to work for an innovative company. AgraQuest is an EOE and ADA compliant. Pre-employment drug testing is required.

To apply send resume with cover letter referencing job **#PPS-01** to jobs@agraquest.com