

Position: Contract & Compliance Paralegal
Department: Legal & Intergovernmental Affairs
Reports to: Vice President, General Counsel

Job Summary

The Contract & Compliance Paralegal provides support to the General Counsel of Port KC. The Contract & Compliance Paralegal focuses on the drafting and review of contracts, including but not limited to: real estate, vendor services, construction, events, and inter-party agreements. The Contract & Compliance Paralegal acts as compliance officer for Port KC by managing all current and future contract programs. Lastly, the Contract & Compliance Paralegal also provides administrative support to the General Counsel and other staff as needed.

Essential Functions

- Draft and review legal documents on issues such as: real estate transactions, vendor services and construction, events, inter-party agreements and other correspondence
- Process, record, track and execute contracts
- Analyze situations and adopt an effective course of action
- Monitor & manage Port KC's M/WBE programs
- Assist in developing, implementing, monitoring, and managing current and future contract programs
- Participate in pre-bid, pre-award and pre-construction meetings
- Review reports, policies, programs and statistics of consultants, contractors, vendors and suppliers
- Conduct legal research and administrative duties
- Other duties as assigned by General Counsel

Qualifications

Education, Competencies, and Experience

- Paralegal Certification WITH Bachelor's degree and 2 + years of prior relevant experience OR Associate's degree with 4 + years of prior relevant experience
- Excellent oral and written communication skills
- Excellent time management skills with the ability to prioritize multiple projects while meeting tight deadlines
- Ability to effectively take direction, critical feedback and mentoring from more experienced General Counsel and staff
- Proficient with Microsoft Office Suite

Contact Information

Applicants for the Contract & Compliance Paralegal position should submit a cover letter, resume and two professional references addressed to Mark Coulter, Vice President, General Counsel at info@portkc.com in pdf form. Materials can also be mailed to 300 Wyandotte Street, Suite 100, Kansas City, Missouri 64105. Please refer any questions to the above listed email address, and a response will be generated within 24 business hours.