



Contracts Specialist - Paralegal

Continuant is a dynamic and growing telecommunications company located in Fife, Washington. We are an awarding winning provider of telephone maintenance nationwide. There is an excellent opportunity to join our team of professionals as a Contracts Specialist - Paralegal. To learn more and see what our customers are saying, visit: www.continuant.com.

The Contracts Specialist – Paralegal will report to the Senior Contracts Manager of a nationwide and rapidly growing telecommunications firm. She/he will act as a central point of contact between the Senior Contract Manager, potential clients and sales team during the contract review and negotiation process. She/he will provide administrative support to the Senior Contracts Manager with a variety of duties and responsibilities.

Requirements:

- *4 + years Contract Administration and/or Paralegal experience*
- *Experience in working with contracts, preferably in telecommunications*
- *Strong knowledge of legal/contracts terminology and accuracy*
- *The ability to analyze legal documents for accuracy*
- *The ability to develop and manage a process, timeline and deadlines*
- *Excellent written and verbal communication skills*
- *The ability to prioritize work under a tight schedule*
- *Advanced computer skills (Word, Excel and Outlook)*
- *Passion for excellence as an individual and team member*

Please submit resume and cover letter with salary requirements to: Sally Jordan, Corporate Recruiter at: careers@continuant.com.

Continuant is an Equal Opportunity Employer.
Drug screening and background check may be a condition of employment.