

Job Title: Sr. Manager / Associate Director, Legal Operations

Location: US, remote

Reports To: General Counsel and EVP, Execution

Job Overview:

The **Sr. Manager / Associate Director, Legal Operations** will provide essential support to the legal team, ensuring compliance, managing contracts, and streamlining legal processes. This individual will also help support operational HR activities. This role requires strong organizational skills, the ability to handle multiple tasks, and a proactive approach to problem-solving.

Key Responsibilities:

- **Contract Management:** Draft, review, and manage contracts, including NDAs, MSAs, vendor agreements, and partnership agreements. Maintain contract databases and tracking systems. Manage corporate incorporation and company maintenance matters related to UK and US legal entities. Make required state filings
- **Corporate Governance:** Assist in maintaining corporate records, preparing board and shareholder documents, and ensuring compliance with regulatory requirements.
- **Compliance & Regulatory Support:** Support compliance efforts related to FDA, HIPAA, GDPR, and other industry-specific regulations. Help track and implement changes in relevant laws.
- **Intellectual Property (IP) Support:** Manage IP docket and coordinate outside counsels for global patent prosecution
- **Legal Research:** Conduct legal research on industry regulations, company policies, and relevant case law.
- **Legal Operations:** Improve legal department workflows, implement legal technology solutions, and develop standard operating procedures. Organize the corporate, IP and legal files in the form of potential transaction and coordinate diligence during transaction
- **Litigation & Dispute Support:** Assist in managing disputes, responding to subpoenas, and coordinating with external counsel when necessary.
- **Employment & HR Support:** Work with HR on employment agreements, compliance training, and policy development. Manage equity database, issuance, vesting and exercise. Work with outside vendor to resolve day-to-day issues in HR ops, e.g. payroll, benefits, 401(k)



- **Cross-Functional Collaboration:** Liaise with internal teams, including finance, and R&D, to ensure legal compliance in business operations.

Qualifications:

- Bachelor's degree required; paralegal certification is a plus.
- 3+ years of experience as a paralegal or in legal operations, preferably in a biotech, pharmaceutical, or life sciences company.
- Strong understanding of contract management and corporate governance.
- Familiarity with regulatory and compliance issues in the biotech industry.
- Experience working with IP, employment law, or litigation support is a plus.
- Proficiency in legal technology and contract management systems.
- Excellent organizational, communication, and problem-solving skills.
- Ability to work independently in a fast-paced, startup environment.