**In-House Legal Assistant**

**Job Location** Corporate Office - Pittsburgh, PA

Enjoy what you do best, but in a more relaxed atmosphere than a law office with many benefits including a hybrid work schedule! RIG Consulting is pleased to present a new opportunity within our corporate structure for an organized rule follower who enjoys research and interpretation. **This position does not require you to practice law.**

**Duties/Responsibilities:**

* Review, respond, revise and assist with issuance of contracts following a pre-determined set of conditions to be applied.  Procure compliant certificates of insurance from third party insurer.
* Research and provide information on matters that may include employment issues, safety policies, procedures, rules, and regulations, workers’ compensation issues, liability and insurance matters, and other documents.
* Assist with reviewing safety-related incident reports and ensuring coordinated document retention as may be needed.
* Draft documents and correspondence for review and implementation by the President.
* Maintain corporate minute books with the assistance of third party.
* Reviews terms and conditions, user agreement, leases, and other documents relating to software, equipment, etc. propose protective revisions, response.
* Work with third party legal when needed to conclude legal matters.
* Update client vendor portals with current certificates of insurance, OSHA data and other data as requested by client.
* Maintain and track current business certifications including Women’s Business, Small Business and Disadvantaged Business certifications, state licenses to do business, and other required registrations for which an established process already exists.
* Works with cross-functional teams.
* Performs other appropriate duties as assigned.

**Required Skills/Abilities:**

* Excellent verbal and written communication skills.
* Ability to adapt and respond to workflows
* Ability to take initiative to streamline processes and implement effective tracking systems.
* Excellent interpersonal, negotiation, and conflict resolution skills.
* Excellent organizational skills and attention to detail.
* Excellent time management skills with a proven ability to meet deadlines.
* Strong analytical and problem-solving skills.
* Ability to prioritize tasks and to delegate them when appropriate.
* Ability to act with integrity, professionalism, and confidentiality.

**Education and Experience:**

* 3 -5 years relevant experience
* Bachelor’s degree or equivalent experience
* Experience in paralegal assistance preferably in a corporate environment
* Proficient in Microsoft Office 365 including Teams
* Proficiency in research tools a plus

The **In-house Legal Assistant**position is a full-time, exempt position. After successfully completing and passing a 30-day introductory period, the employee will be provided with the following benefits package:

* Full Health Insurance Coverage (Medical, Dental, and Vision)
* Employer-Paid Life and AD&D, Short-Term Disability and Long-Term Disability
* Employer-Match 401(k)
* Paid Time Off
* Competitive compensation package
* Professional development reimbursement
* Employee events

*RIG Consulting, Inc. is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*