

Company Summary

The TriCal Group is a privately held family of companies based in the United States, with worldwide affiliates in areas including Canada, Europe, Latin America, Australia, South Africa, and Asia. The TriCal Group exists to promote the most beneficial soil environment for growers to produce healthy, bountiful crops that feed the world. This is accomplished by supplying pre-plant soil fumigation material and application, crop health and nutrition analysis, post-harvest fumigation, irrigation, fertigation, and agricultural equipment to growers in over 30 countries.

Job Summary

The TriCal Group (the "Group") is looking for a Corporate Paralegal to join our Corporate Services team in Pinehurst, North Carolina to meet the growing needs of the Group. In this role, the Corporate Paralegal will report to members of the Legal team.

Responsibilities

- Providing support to remote in-house attorneys and requests for assistance with legal issues from across the company in the online legal ticketing system
- Taking meeting minutes at the bi-annual board meetings
- Maintaining and filing corporate records, including resolutions, board of director changes, annual reports, etc.
- Coordinating and receiving board and committee signatures for documents and materials
- Creating documents related to new corporate entity formations
- Providing contract support for standard corporate agreements, such as non-disclosure and independent contractor agreements
- Providing administrative support for documents and activities related to litigation and corporate restructurings, such as mergers, formations, and dissolutions
- Overseeing the contract process as needed including execution of contracts in DocuSign and contract management
- Continued maintenance of the contract repository on SharePoint
- Occasional travel required to attend offsite board meetings

Qualifications and Skills

- Excellent organizational skills and attention to detail
- Excellent editing and formatting skills
- Self-sufficient, self-motivated, and enjoys being part of a team
- Ability to follow direction and procedures
- Ability to multi-task and prioritize and complete tasks in a timely and efficient manner
- Significant substantive knowledge of the procedures, terminology and documents relating to corporate matters
- Experienced with Microsoft Office software (Word, Outlook, Excel)
- Strong time management skills and the ability to work under pressure in a fast-paced environment; ability to coordinate multiple tasks concurrently.

Education and Experience

- Bachelor's Degree
- Paralegal certificate preferred or a combination of education, training, and/or experience
- A certificate from an ABA-approved Paralegal or training program shows a commitment to the profession but is not required and does not take the place of case clerk/paralegal work experience.
- 4-6 years of significant and substantive experience as a corporate paralegal at a law firm on in house setting
- Experienced with Microsoft Office software (Word, Outlook, Excel),
- Proficiency or ability to become skilled using DocuSign and ZenDesk (legal ticketing system)
- Proficiency and ability to become skilled using SharePoint

Work Schedule and Benefits

- Full time; Monday – Friday, 8AM – 5PM EST; it also may be necessary to work a schedule to support our legal team in the Pacific and Central time zones
- Hybrid; in person 1-2 days per week or as needed
- Excellent benefits package including, medical and dental insurance, life insurance and 401(k) retirement plan, and paid time off.

