

Project Coordinator - Legal Operations

Feladatok

HOW YOU WILL MAKE AN IMPACT

Responsible for the smooth day-to-day operations of the Americas Legal Team by managing reporting, key projects, optimizing workflows, driving operational excellence, administrative tasks, and scheduling. This role blends project management, process improvement, and legal tech enablement to ensure the legal team can operate as a high performing business function.

- Quickly handle time sensitive requests from all legal team members to maintain workflow
- Assist on day-to-day matters and special projects, and track follow-ups
- Act as a point of contact between the legal team and internal/external stakeholders
- Support cross-functional collaboration and information flow within the Americas legal team
- Maintain and update project tracking tools and dashboards
- Support cross-functional collaboration and information flow within the Americas legal team
- Assist with planning and execution of team meetings, team events, and workshops
- Assist with vendor management, including onboarding new vendors, and creating legal spend reports
- Act as the point of contact and processor for all legal billing, invoicing, subscriptions and associated questions
- Develop and maintain a knowledge management system to efficiently and consistently share legal resources within the Americas
- Support intake and assignment of legal service requests to attorneys
- Acknowledge and route service of process to attorneys
- Prepare case reports and assist with risk assessment of legal matters
- Issue and track legal holds
- Manage the team training calendar
- Assist with defending claims, including gathering responsive documentation

The successful Americas Legal Operations Coordinator candidate will be responsible for the smooth day-to-day operations of the Americas legal team by managing administrative tasks, scheduling, communication, and special projects. The position will drive operational efficiencies and process improvements while also developing, documenting, and enforcing internal controls to create consistency throughout the Americas legal team

SG 9, 10 NE

Profilja



Job ID
REF94604C

Munkaterület
Jog és szellemi tulajdonok

Telephely
Fort Mill

Vezetői szint
Beosztott

Munkahelyi rugalmasság
Hibrid munka

Jogi egység
Continental Tire the Americas, LLC

WHAT YOU BRING TO THE ROLE

- Bachelors Degree
- 3+ years of experience in Project Coordination / Legal Operations Support
- Advanced skills in MS Office, particularly Excel and PowerPoint
- Strong experience in project management, creating project plans, taking meeting minutes, actions items, etc.
- Tech Savvy, willingness to adopt AI and emerging technologies
- Comfortable supporting multiple stakeholders with varying needs
- Flexible and calm under pressure, with a strong problem-solving mindset
- Excellent interpersonal and communication skills (oral and written) with the ability to influence
- Demonstrated problem-solving abilities, excellent time management, and strong organizational skills
- Team player who can easily handle shifting priorities
- Strong attention to detail, be a self-starter, and thrive in a professional and fast paced environment
- Legal Authorization to work in the US is required. We will not sponsor individuals for employment visas now or in the future for this job opening.

ADDITIONAL WAYS TO STAND OUT

- Experience with legal matter management, e-billing, and contract lifecycle management tools (e.g., Onit and Icertis)
- Prior Project Coordination / Legal Operations Support experience in either a law firm or corporate law department
- 5+ years of experience in Project Coordination / Legal Operations Support

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THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
- Competitive Bonus Programs
- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work
- Employee Assistance Program
- Future Growth Opportunities, including personal and professional
- And many more benefits that come with working for a global industry leader!

All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

EEO / Disabled / Protected Veteran Employer. Continental offers equal employment opportunities to all qualified individuals, without regard to unlawful consideration to race, color, sex, sexual orientation, gender identity, age, religion, national origin, disability, veteran status, or any other status protected by applicable law. In addition, as a federal contractor, Continental complies with government regulations, including affirmative action responsibilities for qualified individuals with a disability and protected veterans, where they apply. To be considered, you must apply for a specific position for which Continental has a current posted job opening. Qualifying applications will be considered only for the specific opening(s) to which you apply. If you would like to be considered for additional or future job openings, we encourage you to reapply for other opportunities as they become available. Further, Continental provides reasonable accommodations to qualified individuals with a disability. If you need assistance in the application process, please reply to Careers@conti-na.com or contact US Recruiting at 800-821-2727. This telephone line and email address are reserved solely for job seekers with disabilities requesting accessibility assistance or an accommodation in the job application process. Please do not call about the status of your job application, if you do not require accessibility assistance or an accommodation. Messages left for other purposes, such as following up on an application or non-disability related technical issues, will not receive a call back.

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Continental is a leading tire manufacturer and industry specialist. Founded in 1871, the company generated sales of €19.7 billion in 2025 and currently employs around 78,000 people in 54 countries and markets.

Tire solutions from the **Tires group sector** make mobility safer, smarter, and more sustainable. Its premium portfolio encompasses car, truck, bus, two-wheel, and specialty tires as well as smart solutions and services for fleets and tire retailers. Continental has been delivering top performance for more than 150 years and is one of the world's largest tire manufacturers. In fiscal 2025, the Tires group sector generated sales of 13.8 billion euros. Continental's tire division employs more than 56,000 people worldwide and has 19 production and 16 development sites.