

Project Coordinator - Legal Operations

Jūsų užduotys

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

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Reikalavimai



Darbo ID
REF94604C

Darbo sritis
Teisės patentai ir licencijos

Vieta
Fort Mill

Lyderystės lygis
Leading Self

Darbo laiko lankstumas
Hybrid Job

Juridinis asmuo
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

Mes siúlome

THE PERKS

- Immediate Benefits
- Robust Total Rewards Package
- Paid Time Off
- Volunteer Time Off
- Tuition Assistance
- Employee Discounts, including tire discounts
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- Employee 401k Match
- Diverse & Inclusive Work Environment with 20+ Employee Resource groups.
- Hybrid Work
- Employee Assistance Program
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All your information will be kept confidential according to EEO guidelines.

EEO-Statement:

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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.