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| Job Title: | Corporate Paralegal | Job Category: | Staff |
| Department/Group: | General and Administration : Legal | Reports To: | VP - General Counsel |
| FLSA Status: | Exempt | Travel Required: | No |

Job Description

POSITION SUMMARY

The Corporate Paralegal will primarily support our VP and General Counsel and the legal services department with general corporate maintenance, corporate governance, and public company-related matters.

PRIMARY RESPONSIBILITIES (include but are not limited to)



- Support the General Counsel and legal services department.
- Assist in the administration of board and committee meeting process, maintain calendar, coordinate agendas, maintain a database of resolutions, and prepare consents, delegations, and resolutions.
- Prepare minutes and other routine corporate secretary documents for global subsidiaries, keep accurate minute books, prepare, and file state and local filings.
- Assist with equity plan administration, including Section 16 filings.
- Assist with legal operations processes, including Rule 144 opinions.
- Coordinate with outside counsel and internal business units to prosecute and maintain intellectual property registrations.
- Assist in the coordination of merger and acquisition due to diligence activities.
- Develop and implement reports for monitoring outside legal expenses.
- Support other projects as necessary.

COMPETENCIES & PERSONAL ATTRIBUTES

- Strong interpersonal skills.
- Strong attention to detail, including excellent proofing and editing skills.
- Excellent problem-solving skills.
- Organized and process-oriented.
- Ability to manage a heavy workload and prioritize multiple projects.
- Passion for, and alignment with, Cryoport's mission
- A change agent and strong collaborator who is not afraid of challenging the status quo.
- An individual who brings strong core values, quality, ethics, and integrity
- A collaborative team player who embraces and champions the culture.
- Strong work ethic and ability to deliver results and meet commitments in a dynamic environment.
- Exceptional and dynamic communications skills with the ability to inspire and influence people at all levels, build consensus and commitment, and effectively drive change throughout the organization at a rate that fits the corporate culture.
- Exceptional organizational and planning skills, strong analytical abilities, and process orientation
- Demonstrates a business process orientation to developing solutions.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Minimum of 7 years experience and Paralegal Certificate required.
- Experience working with public company corporate governance and board of directors preferred.
- Experience working for an international company a plus.
- Experience in the life sciences industry a plus.
- Strong computer skills, including advanced proficiency with Microsoft Office/365 products (Word & Excel).
- Experience with Salesforce and/or ShareWorks is a plus.

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| Reviewed By: |  Kylie Crowe, Vice President – Global Human Resources & Organizational Development | Date: | 08/24/2021 |
| Approved By: |  Tony Ippolito, Vice President – General Counsel | Date: | 08/23/2021 |