



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	Marketing Paralegal
Business Unit / Group Function	ODC BU
BU Team / Sub-Function	US Legal
Location	New York, NY
Team Leader	Senior Commercial Counsel, US & Canada
Team Members	No
Job Level	4B
Role Purpose	
To assist the US legal team in supporting the US marketing and commercial teams navigate applicable rules and regulations.	
• Act as point of contact to support and advise the WG&S sales and marketing personnel on aspects of US Federal and state trade practice laws, compliance with the DISCUS and WG&S Code of Marketing Practice relating to the Company's advertising and promotional activities in the USA, with responsibility for reviewing and managing legal approval of all advertising and promotional activity for compliance with the law and marketing codes of practice • Draft regulatory research summaries on various hot button federal and state trade practice issues for review by US Commercial Counsel or Senior Commercial Counsel US & Canada. • Support the branded business unit in filing certificate of label approvals (COLAs) for new WG&S products, research brands' policies and procedures and recommend required changes to ensure compliance • Maintain the Company's legal compliance resources, including apps, reference sheets, regulatory summaries, guidance notes, state matrices and monthly industry litigation and regulation updates; and prepare to deliver legal and compliance training presentations and other educational efforts alongside other members of the legal team as needed • Attend legal and industry seminars in the area of marketing code and trade practice compliance as needed, and work with external specialists and attorneys under the direction and supervision of the US Commercial Counsel or Senior Commercial Counsel US & Canada. • Support the lobbying and corporate affairs work of the US legal team in so far as it related to marketing code and trade practice regulatory changes • Support the global legal team's compliance initiatives in rolling out messaging, communications or supporting training initiatives in the areas of Data Protection, Anti Bribery and Corruption, Antitrust Compliance and the WG&S Marketing Code Act as the first set of eyes in reviewing invoice terms, sponsorship agreements, various event agreements to ensure trade practice compliance, and periodically scrub various WG&S social media channels to ensure compliance with all TTB, FTC, and state regulatory agency guidelines	