



WILLIAM GRANT & SONS

ROLE PROFILE

Job Title	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 oversee and manage alcoholic beverage compliance licensing and permitting requirements the US ODC BU, provide paralegal and administrative support to the Senior Commercial Counsel and assist to co-ordinate the activities of the US legal team.	
<ul style="list-style-type: none">• Oversee and maintain critical alcoholic beverage licenses and permits required to operate WG&S's business across all US States, including without limitation, all state wholesaler and marketing permits; state brand registrations; and state solicitors' permits for WG&S employees, and those predicate federal permits required for all WG&S US operations ('licenses to operate')• Maintain records of licenses to operate within the Ship Compliant software system and oversee safekeeping of hard copies where required• Develop and maintain manuals and documented processes around US licenses to operate and support the sharing and transfer of these processes to associates in the Government compliance team to ensure continuity of support to the business/succession of duties• Support the US ODC Legal Team in preparing and filing company secretarial and corporate governance documents• Provide administrative support and direction to enable the operation of the US compliance network by scheduling meetings, preparing meeting agendas and developing reporting pack/dashboard from this group to brief the US Executive team, the US Inc. board and the ODC BU quarterly of the status of key compliance matters in the US• Manage the company's records (i.e. executed contracts, licenses, consents, permits and corporate/governance documents) in line with the company and legal team's policies• Undertake legal research and analysis from primary sources and materials on discrete topics as requested by the US ODC Legal Team in support of WG&S US and Canadian business' activities and initiatives from time to time• Undertake to develop and roll out workflow management programs• Provide ad hoc research and assistance as required to support the corporate affairs activities and initiatives• Manage the administration of the US legal budget including creating and receipting purchase orders; handling the paperwork for on-boarding new suppliers to the legal team; tracking and reporting legal spend; monitoring and settling legal invoices• Perform advanced administrative assignments to support the US ODC Legal Team, including: composing memos, letters, and other correspondences; maintaining calendar and assisting GC in organizing work schedule to help ensure efficiency of time utilization; scheduling and participating in regular meetings to review open matters; developing action plans to address open items; booking travel and ensuring all travel and expenses are kept to a minimum	



INDEPENDENT FAMILY
DISTILLERS SINCE 1867

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