



AVOCADO THE WORLD'S MOST ADVANCED NETWORK



JOB TITLE: PARALEGAL
REPORTS TO: GENERAL COUNSEL AND SECRETARY
DEPARTMENT: ADMINISTRATION
LOCATION: OXNARD, CA

We've grown to become the world's leader in producing, sourcing, distributing and marketing fresh Hass avocados. As a vertically integrated and public company, our total focus is avocados. We provide customers in over 25 countries with the complete package—year-round supply, global availability, and value-added services.

Our partners are passionate and experienced growers from the most ideal avocado growing regions in the world. To supply customers with the world's finest avocados, we operate packing facilities in five countries and own 11 regional ripening centers worldwide. Our distribution centers and transportation capabilities ensure peak eating-quality avocados from the tree to the customer. And when it comes to food safety, we adhere to the Good Agricultural Practices (GAP) program and Good Harvesting Practices (GHP). We proudly share responsibility with our growers to ensure total satisfaction for our customers.

JOB SUMMARY

Seeking a knowledgeable, organized, and efficient corporate paralegal to support the legal department with general corporate maintenance and transactions. Must be able to perform a wide range of tasks and assist where needed.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Serve as records custodian for the legal function, including maintaining corporate files related to board and committee materials, stock administration, and Section 16 filings
- Assist with, and facilitate, contracts lifecycle management, including drafting form agreements, overseeing approvals process, maintain contracts trackers, and managing the contracts database
- Monitor and maintain legal and corporate compliance policies and procedures
- Assist with maintenance of corporate entity formalities and organizational documents
- Monitor and track outside counsel fees, accruals, and expenses against budget

- Provide general administrative support for legal and corporate compliance activities
- Perform any other duties as necessary

MINIMUM QUALIFICATIONS & REQUIREMENTS

- At least 5+ years of professional experience as a paralegal
- Four-year Undergraduate Degree
- Relevant areas of experience include contracts management and drafting, corporate governance, SEC/public company, including section 16 filings, M&A, subsidiary management
- Proficient with various computer systems, including Microsoft Word, Excel, PowerPoint and Outlook
- Prior law firm experience a plus
- Paralegal certification a plus

