

IN HOUSE PARALEGAL/CONTRACT NEGOTIATIONS LEAD

This is an exciting opportunity to join our team to support the continued growth of an established family-owned business in Leeds. Wilson Power Solutions are a leading manufacturer and supplier of electrical power distribution equipment and pioneers of ultra-low loss amorphous transformer technology. Our flagship product saves money, saves energy, cuts carbon and offers an innovative solution to the worldwide challenge of reducing energy wastage.

The Job

As In House Paralegal/Contract Negotiations Lead you will be responsible for reviewing contractual terms and conditions, proactively identifying contractual issues/risks and find suitable resolutions and secure agreement to contract amendments from external third parties, managing individual matters from start to completion.

Key Responsibilities:

- Reviewing, assessing and negotiating various contracts and collaborative agreements including NDAs in line with the defined contracting principles (permanently under review)
- Conducting legal research to accurately assess the legal and commercial risks of contracts using the defined contracting principles and escalating any identified risks to the management/senior management team for review
- Amending, drafting and proofreading contractual documentation and letters to manage or mitigate the legal and commercial risks
- Leading and participating in internal and external contract review meetings
- Escalating and managing terms and condition negotiations from receipt through to contract execution
- Ensuring that all internal stakeholders are kept apprised of negating positions and progress with contracts.
- Reviewing and completing other pre order documentation such as NDAs and Pre-Qualification Questionnaires whilst keeping a library of standard company documents up to date for ease of reference.
- Assisting with administrative aspects of negotiations
- Preparing reports
- Scheduling meetings, diary management and answering telephone queries
- Taking information from and giving commercial and legal advice to staff at all levels within the business
- Producing guidance and conducting training for the sales and marketing teams on the obligations of data controllers and data processors under the GDPR and the legal obligations and compliance under the Bribery Act 2010

Skills, Knowledge & Experience:

- High level of working legal experience and knowledge in a commercial setting is essential.
- A bachelor's degree in law or paralegal studies or similar is essential
- Working knowledge/experience in contract law, commercial contracts and intellectual property
- Proven ability to be able to work under pressure to meet deadlines
- Ability to show initiative and establish positive working relationships with colleagues
- Excellent communication and client care skills
- Excellent organisation and administration skills with strong attention to detail
- Competent IT user (Microsoft Office Suite)

Salary and benefits:

- Salary negotiable dependant on experience
- 37.5 hours per week office based
- 25 days holiday per year plus bank holidays
- Company Profit Share Scheme
- Healthcare scheme
- Company sick pay
- Pension
- Salary sacrifice EV scheme
- Workplace flexibility: a hybrid of home/office working

Applications: Wilson Power Solutions is proud to be an equal opportunities employer. We are committed to creating an inclusive and respectful workplace where everyone feels valued and empowered to contribute. Please email your CV along with a cover letter detailing your current salary and any preferred working pattern, to careers@wilsonpowersolutions.co.uk. All applicants must be able to demonstrate their right to work in the UK. No Agencies.