

CORPORATE PARALEGAL POSITION WITH OUR VALUES CENTRIC, PRIVATELY HELD COMPANY IN BEAUTIFUL OAK BROOK, IL!

At Elkay, we pride ourselves in our exceptional employees, our valued customers, our high quality products, and our commitment to being in business forever through continued process improvement and innovation. As a financially stable, privately-owned company, ethics, values, integrity and trust remain the driving force in our culture.

It's Elkay's people who really give us our edge. Our employees' are committed to excellence, resulting in Elkay's time-tested reputation for quality and integrity. This commitment has fueled our growth from a three-person shop in 1920 to one of today's leading international manufacturers of plumbing, water dispensing, and cabinetry products. For a career filled with challenges, growth and rewards, talk to us about joining the Elkay family.

Elkay is looking for a qualified candidate to fill our **Corporate Paralegal** position. The qualified candidate will provide professional legal support to office of General Counsel, including maintenance of corporate records, legal document preparation, contract administration, legal filings and shareholder/director materials.

Job duties include:

- Draft, review, maintain corporate documents, including subsidiary minutes, annual reports and certificates
- Manage trademark matters, including registration, maintenance, and response to USPTO office actions.
- Administer and manage contract management database, ensuring all contracts are entered into database with appropriate descriptions and alert notices.
- Prepare and file all corporate annual reports and other state filings to ensure corporate compliance with all entities in all jurisdictions
- Maintain legal department files.
- Prepare first drafts of basic legal agreements such as non-disclosure agreements, leases, cease and desist letters.
- Handle a variety of requests for legal and entity information from the business.

Required Experience

- Paralegal certificate from an American Bar Association approved paralegal education program preferred but not required.
- Associates' degree preferred.
- 3 plus years experience working in a law firm or corporate law office setting preferred

Apply on line at: <https://elkaycareers.silkroad.com/>