



*Job Title: Paralegal/Legal Department Assistant*

### **Beacon Intermodal Leasing**

Founded in 2008 and headquartered in Boston, Beacon Intermodal Leasing is an industry leading lessor of intermodal cargo containers for shipping lines worldwide. We have more than 60 employees, 11 offices, and a presence in over 180 ports worldwide. We are well-funded, growing, and have a great culture. Beacon is a group company of Mitsubishi UFJ Lease and Finance Company. To learn more, visit our website at [beaconintermodal.com](http://beaconintermodal.com).

### **Position Overview**

We are currently seeking a full-time Paralegal/Legal Department Assistant who will report to our General Counsel. This position will provide support in the overall Legal and Compliance administration functions of the Company, working alongside the Company's existing Legal and Compliance Administrator. The Paralegal/Legal Department Assistant needs to be extremely well organized and detail-oriented in this role.

### **Core Responsibilities**

- Watch list screening: running the "Bridger" software to screen all customers, vendors, resale customers, and hiring candidates.
- Preparation of monthly batch screening results of customers and vendors for signature by GC.
- Support GC in monthly and quarterly compliance reporting.
- Support GC in managing internal compliance training.
- Support GC in managing IAD and accounting audit requests.
- Support GC in managing corporate secretarial function, including maintenance of all corporate documents for BIL and subsidiaries.
- Collection and management of lessee and depot insurance certificates.
- Support GC in preparation of routine approvals required under Corporate Management Rules.
- Legal Research (miscellaneous) [dependent upon experience and capabilities of candidate].
- Tax matters (state and local tax research and filings) [dependent upon experience and capabilities of candidate].
- Organization and maintenance of soft and hard copy files of all Beacon contracts and other documentation in the appropriate filing areas, in accordance with the company's information security policies and other internal policies.
- Back-up/redundancy – needs to be capable of stepping in for key responsibilities during absence of Legal and Compliance Administrator.
- Office administration – assist with HQ office administration matters and special projects generally, on an as-needed basis.
- Other duties may be assigned as needed.

### **Experience and Education**

- B.A. or B.S. preferred.



- 3 - 5 years' experience, preferably with contracts administration and experience with Legal and Compliance responsibilities.
- A high level of organizing skills required.
- Proficiency in Microsoft Office Suite.
- Bridger software experience preferred (will train).
- Rental 4000 experience preferred (will train).
- Excellent written and verbal communication skills.
- Comfort with fast-paced environment.

### **Beacon Benefits**

Beacon offers a comprehensive benefit package including health, dental, vision, life insurance, 401k plan with company match, vacation and sick time, and more. Beacon is in the Back Bay with easy access to the MBTA.

If interested, please submit resume, cover letter, and salary expectations to Jessica Matos at [jmatos@beaconintermodal.com](mailto:jmatos@beaconintermodal.com).

Job Type: Full-Time