

United States Jobs Expertini®

Corporate Paralegal.

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Company: Vimeo

Location: United States

Category: legal

As a Corporate Paralegal, you will support Vimeos Legal Team with the day-to-day management of certain contracts between the Company & third parties, & assist with other legal administrative duties. This role will report directly to our Vice President, Associate General Counsel - Commercial.

What you'll do:

On a daily basis, independently review, draft, revise, interpret, & negotiate (under the direction of an attorney) agreements between Vimeo & its suppliers & customers, including non-disclosure agreements, consulting agreements, & statements of work.

Work with stakeholders & our procurement team to ensure that contracts are negotiated & executed in compliance with our contracting policies.

Respond promptly to approval requests from Vimeos business teams & escalate issues where appropriate.

Educate stakeholders on our policies, procedures, & negotiation playbook, & communicate issues concerning contract risks & agreement structure.

Assist in management & maintenance of Vimeos standard contract clauses, templates, & processes with the goal of minimizing friction with vendors & mitigating risk for the business.

Work with Vimeos litigation counsel on subpoena responses.

Assist with managing disputes & insurance coverage & claims, including litigation holds &

discovery.

Manage legal team expense process, vendor invoices, & billing relationships, & assist with legal team budgeting.

Identify & implement improvements to current operations & workflows.

Skills & knowledge you should possess:

3-5 years of paralegal experience at a law firm or corporate legal department of a SaaS company.

Strong written & verbal communication skills.

Strong organizational skills, extreme attention to detail, & good judgment.

Ability to work in a self-directed manner as well as in a team setting & manage multiple tasks at a time.

Ability to work efficiently & effectively in a remote environment.

Experience responding to subpoenas & providing litigation support.

Experience drafting & negotiating services agreements & non-disclosure agreements in an enterprise environment preferred (but not required).

Notary Public certification preferred (but not required).

Targeted Base Salary Range: \$71, to \$109,

The base salary range listed above is for candidates located in the U.S., including the New York City metro area.

At Vimeo, we strive to hire & nurture amazing talent across the globe. Actual salaries will vary depending on factors including but not limited to experience, specialized skills, internal alignment & a candidate's home base.

Base salary is just one component of Vimeo's total rewards philosophy. We offer a wide range of benefits & perks that appeal to the variety of needs across our diverse employee base! Other rewards may include bonus or commission, Restricted Stock Units (RSUs), paid time off, generous 401k match, wellbeing resources, & more.

#LI-RS1

About Us:

Vimeo (NASDAQ:VMEO) is the worlds most innovative video experience platform. We enable anyone to create high-quality video experiences to connect better & bring ideas to life. We proudly serve our growing community of nearly 300 million users from creative storytellers to globally distributed teams at the worlds largest companies. Learn more at .

Vimeo is headquartered in New York City with offices around the world. At Vimeo, we believe our impact is greatest when our workforce of passionate, dedicated people, represents our diverse & global community. Were proud to be an equal opportunity employer where diversity, equity, & inclusion is championed in how we build our products, develop our leaders, & strengthen our culture.

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