**Contract Reviewer/ Paralegal**

**The position of Contract Reviewer requires the following:**

* An educational level of at least A-level standard
* An understanding of contracts, not being overwhelmed by a lot of documents or attachments
* Strong analytical and organization skills
* Excellent verbal and written communication skills
* Keen attention to detail with an ability to spot errors
* Ability to work with varying seniority levels, including staff, managers, and external partners
* Excellent time-management skills

Previous experience would obviously be an advantage but previous contract reviewers have become very capable without any previous legal or contract training. Those applying without any experience though would have to show their ability to learn fast and a keen interest in the role.

A candidate who would enjoy this role would likely be someone who is generally organised, makes lists or action targets and who can prioritise work.

A Contract Reviewer / Paralegal will be encouraged to carry out basic negotiation and / or modify terms and conditions on contracts in order to reduce company liability or cost. The specialist will work closely with Contract Manager and Corporate Counsel on more complex areas. Ensuring the correct completed document is signed off properly and stored safely in our files is also key so a completer-finisher type of personality would be a good fit.

Full training and support would be provided to help identity what Stantec looks for in its contracts with clients.

**Key Responsibilities**

Core responsibilities for this position include but are not limited to:

* Contracts review – Assist, support and participate in the review process of bespoke contracts with clients, sub-consultants and other suppliers, including:

- help with the identification of risks on contractual matters;

- help and promote the contracts governance during the drafting, negotiation,

execution and archiving of bespoke contracts;

* Review completed documents with Contract Manager for final execution.
* Manage all updates and modifications to contract documents.
* Issue Letters of Reliance and collateral warranties.
* Issue documents for signature .
* Liaison with stakeholders and third parties.
* Contractual templates - Provide support and assist in keeping the Legal/Contracts templates up to date.
* Generally assist the Contracts Manager (or equivalent) and the risk management / legal team in its roles and responsibilities in the business.
* Paralegal Support for various tasks as required by General Counsel from time to time