

Senior Paralegal – Risk and Audit

Position Summary

The Senior Paralegal – Risk and Audit provides support to the corporate risk management, corporate compliance and ethics, and internal audit departments by ensuring NERC meets its regulatory obligations. This position reports to the Assistant General Counsel.

You will...

- Supports risk management and corporate compliance activities, including by organizing and tracking project status, communicating with relevant parties within and outside NERC, and performing quality review of reports and other documents, including documents intended for the board and board committees.
- Supports audit planning and execution, including by organizing and tracking project status, communicating with relevant parties within and outside NERC and performing quality review of reports and other documents, including documents intended for board and board committees.
- Supports internal investigations, including by organizing and tracking project status, communicating with relevant parties within and outside NERC and performing quality review of reports and other documents
- Support corporate compliance by organizing and tracking corporate compliance requirements, laws, mandates and directives associated with NERC. Inventory NERC's compliance with identified requirements, laws, mandates and directives.
- Manages documents and files; maintains integrity of highly confidential files and is familiar with and adheres to Information Technology Security Policies and procedures.
- Assists with special projects as needed.
- Values and respects diverse perspectives by fostering an inclusive and collaborative work environment.
- Forms strong relationships within the company and the ERO Enterprise to further the company's mission.
- Other duties and responsibilities as assigned.

About You**You are a qualified candidate if you have -**

- Associate's or Bachelor's degree, paralegal certificate or other paralegal training preferred.
- Minimum 5 years' experience as a paralegal.
- Experience as a paralegal or an analyst in internal compliance and ethics preferred.
- Ability to work with a team by anticipating needs and adapting to changing situations.
- Excellent organizational and planning skills.
- Acts with initiative with the ability to work independently.
- Strong interpersonal and communications skills (verbal and written).
- Willingness to accept high level of responsibility for own actions.
- Strong word processing skills including ability to use advanced formatting with Microsoft Word, Power Point, Excel and Adobe Acrobat. Familiarity with Microsoft SharePoint and Microsoft Project preferred.
- Ability to manage multiple projects.

You are an excellent candidate if you -

- Detail-oriented.
- Demonstrated ability to work well with all levels.
- Demonstrated curiosity in a wide variety of areas and is open to exploring new situations, knowledge and opportunities for growth and development
- Demonstrates an anticipatory mindset; preventing problems, and building contingencies where appropriate
- Champion for diversity and inclusion. Seeks out and values diverse perspectives.

Other

- Background check will be conducted prior to employment
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire
- This position has been classified as exempt
- Job is located in Washington, DC or Atlanta

Qualified candidates should submit their resume in electronic format to hr@nerc.net