

Paralegal

We are seeking a skilled Paralegal to join us in our new office in Englewood, CO. Reporting directly to the CFO, the Paralegal will serve as the legal in-house business partner to the organization, delivering comprehensive legal support and services. Major duties include the following:

- Support all corporate legal work. Interface with external legal agents of the Company.
- Support the Corporate Secretary for Viveve Board of Directors including preparation of board materials, PowerPoint presentations, maintenance of minutes and minute books, and coordination of board consents and resolutions.
- Prepare and maintain corporate legal documents. Support patent and trademark filings and files.
- Aid in the preparation of contracts of all kinds, including those for contractors and consultants. Manage the contract execution process from start to finish and maintain all related files.
- Maintain virtual data room on a real-time basis.
- Draft and research terms for agreements including sales, marketing, technology, licensing, clinical study, and confidentiality agreements.
- Conduct research and due diligence as needed to support growth and strategic operations.
- In conjunction with the Vice President of Human Resources, manage the Viveve Stock Option Incentive Program.
- Track utilization of outside legal resources.

Qualified candidates must possess the following:

- Bachelor's Degree and Paralegal certification preferred
- Minimum of six years corporate paralegal experience
- High level of proficiency with Microsoft Office
- Ability to work independently and support multiple functional areas
- Strong communication and interpersonal skills
- Strong analytical skills, including contract analysis, general reporting, synthesizing and assimilating information, and problem solving
- Ability to work responsibly, and with integrity, with sensitive and highly confidential information/materials
- Must be a self-starter who is extremely well organized, detail-oriented and can handle multiple high-volume tasks in a fast paced, deadline-driven and ever-changing environment.

Send your resume to: careers@viveve.com