



HINO MOTORS MANUFACTURING U.S.A. INC.

**45501 Twelve Mile Road, Novi, MI 48377
FAX: 248-442-9068**

JOB DESCRIPTION

Date: 12/10/2018

Hino Title: Specialist

Market Title: Corporate Paralegal

Hino Motors Manufacturing, U.S.A., Inc. is a wholly owned subsidiary of Hino Motors, Ltd. (Japan) and a Toyota Group Company. We are seeking a **Corporate Paralegal** for our headquarters located in Novi, MI. Hino offers a competitive wage and benefits package.

JOB DUTIES:

The Corporate Paralegal will support the General Counsel, attorneys, and department team members by performing a variety of administrative, paralegal, and technical functions.

RESPONSIBILITIES INCLUDE:

- Support the General Counsel with legal and administrative functions. Provide support to attorneys and assist with projects of other department team members;
- Serve as primary intake source and department liaison for internal-client requests for legal support. Ensure timely delivery and return of work product to client;
- Maintains the legal department's calendar, record keeping system, filing systems, and legal databases;
- Assisting in the review and preparation of contractual provisions and prepare and submit business licensing related documents;
- Assist with litigation or investigation project management including, coordinating document preservation/production/collection, organization of documents, and working with attorneys in the preparation and filing court documents and/or internal reports;
- Perform legal research and creating reports as directed; and
- Perform other duties and special projects as requested.

REQUIRED KNOWLEDGE AND SKILL SETS:

- Ability to maintain the highest level of confidentiality;
- Effective time management, communication, and problem-solving skills;
- Detail-oriented;
- High level of proficiency in writing, editing, and proofreading;
- Ability to work with domestic and international teams;
- Self-motivated, positive attitude, and demonstrates professionalism; and
- Proficient with office equipment and Microsoft Office Suite.

EXPERIENCE:

- Minimum three (3) years as a corporate paralegal, contract manager, or equivalent experience in a law firm or corporate office environment;
- Automotive experience preferred.

EDUCATION:

- Bachelor's Degree and Paralegal Certification preferred

OTHER:

- Travel will be infrequent with this position.
- Position may require moving equipment up to 10 pounds.
- Position does not allow telecommuting and employee must be present in the office.
- Position requires sitting stationary 90% of the time.