

Paralegal – Global Ethics & Compliance

DESCRIPTION

The Global Ethics and Compliance Management team is responsible for developing and promulgating the standards pursuant to which The Walt Disney Company and, its affiliated entities do business, developing and implementing anti-corruption policies and procedures, trade compliance and training Company employees regarding the Standards of Business Conduct, and anti-corruption.

Disney Legal is seeking a Paralegal whose primary role would be to support the Principal Counsel for Global Trade in administering the Company's global trade compliance program, provide training, provide legal advice and counsel regarding global trade control (import, export and sanctions) laws, assist in performing trade compliance risk assessments, and help oversee trade compliance diligence and monitoring regimes.

RESPONSIBILITIES:

- Research and analyze various trade control topics
- Monitor legal, regulatory and domestic/foreign policy developments in trade controls
- Review/ draft trade controls contract clauses and amendments
- Draft correspondence to government regulators
- Monitor dockets for regulatory filings
- Work closely with attorneys, other paralegals, and clients
- Supporting trade control compliance activities
- Miscellaneous projects as they arise

QUALIFICATIONS:

- Minimum 2 years as a paralegal with trade controls (import, export, sanctions) experience in one or more areas.
- Excellent written and oral communication skills
- Exceptional judgment to appropriately discern when to escalate issues
- Strong research and analytical skills
- Excellent attention to detail
- Superior organizational skills with the ability to effectively prioritize workload
- Ability to handle a high volume of deadline-intensive work
- Excellent follow-up and follow-through skills up to completion
- Strong interpersonal skills with all levels, both internal and external
- Experience with working effectively in a collaborative team-environment
- Self-starter with an excellent work ethic and commitment to professionalism
- Ability to recognize and eliminate inefficiencies and promote continuous improvement
- Strong computer skills, including proficiency with MS Office software programs, Adobe software, and online research skills
- Willingness to learn and use new research materials and practice tools
- Experience with database and reporting systems

EDUCATION:

- Bachelor's degree and/or qualification to be a paralegal by certification or education and work experience as set forth by the American Bar Association and any applicable state codes

