



NEXT CENTURY • SPIRITS •

Paralegal Job Description

Who we are: Established in Raleigh, NC in 2018, Next Century Spirits blends together traditional techniques and unique finishing technologies to create enhanced distilled spirits. Our patented post distillation filtering and finishing technology creates a tool for the traditional distiller to expand their repertoire of achievable flavors and aromas while improving quality, maintaining consistency, and reducing supply chain issues. This technology allows for tight control over the entire production process, resulting in the ability to create bold and unique flavor customization options for brands to choose from in order to expand product portfolios and fulfill market needs.

Primary Duty: This corporate paralegal will provide support and leadership for contract activities and assist with Industry Law and Intellectual Property matters as needed for Next Century Spirits. This role will also be given other ad hoc projects in support of the legal needs for NCS.

Location: This location will be based in Raleigh, NC, but can be done remotely if the candidate has the relevant spirits/alcohol experience.

Responsibilities:

- Create, maintain and update the end-to-end contract process and contract life cycle activities
- Ability to learn, keep up to date, and apply skills on certain Industry Law and Intellectual Property matters.
- Serve as an advisor in assessing contracts and providing issue resolution under external attorney supervision as needed.
- Show capability to take on more advanced projects with additional experience.
- Make decisions independently, in accordance with established procedures and guidelines.
- Provide recommendation to leadership on whether as to whether contracts are ready for execution.
- Monitor new regulations, assess compliance, and keep the NCS organization up to date on the latest regulatory and compliance developments
- Prioritize, manage, and track progress against key initiatives.
- Identify legal issues and risks for NCS and elevate those to the senior leadership team.
- Create and conduct training programs to educate NCS employees on key industry legal requirements (largely Operations and our Beverage Development teams).
- All other duties as assigned.



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This Job Might Be For You If:

- You enjoy solving problems. You love taking on difficult challenges and finding creative solutions. You don't get flustered easily. If you don't know the answer, you will dig to find it.
- You pay attention to the details. As far as you're concerned, anything worth doing is worth doing right, every single time. You stay focused, and nothing falls through the cracks on your watch.
- You think on your feet. You like learning new things, and you can learn quickly. When things change, you know how to roll with the punches.
- You are motivated and driven. You volunteer for new challenges without waiting to be asked. You're going to take ownership of the time you spend with us and truly make a difference.
- You want to work in a fast paced, entrepreneurial environment where you can make an impact immediately.
- You want to work in an industry that is a ton of fun . . .

Minimum Qualifications:

- Bachelor's degree or Paralegal Certificate.
- 5 to 7+ years of spirits and/or alcohol paralegal experience with a focus on contracts.
- Solid Knowledge of administrative procedures; strong verbal and written communication skills; excellent grammar and the ability to communicate with individuals at all levels of the organization.
- Must be a self-starter and good planner with the ability to meet deadlines without exception.
- Must have unquestioned capability to maintain confidentiality; an intense customer service and people orientation, and the willingness to introduce creative ideas in pursuit of continuous improvement.
- Must have a willingness to proactively ask questions and seek feedback.
- Must be detail oriented, well-organized, and have the ability to handle a high pressure environment.
- Ability to motivate and inspire colleagues, and work in partnership with others to drive, implement and support change.
- Strong influencing and stakeholder partnering skills coupled with negotiation and communication skills.
- Ability to work in high pressure environment, often under tight deadlines.
- Good communication and influencing skills across internal NCS teams and external



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suppliers globally.

- Be a strong team player; have experience in bringing teams/individuals together to deliver projects; strong thought and executional leadership.
- Must be highly skilled in basic and advanced functions of Microsoft Office products and be comfortable with upgrades and technology improvement.