

Contracts coordinator

Part time, Casual
Sydney, Australia

- Start-up backed by Tier 1 Venture Capital firms in the US and ANZ
- Entry-level role
- Fun and inclusive culture, Finalist in the 2021 InnovationAus Awards

About Baraja

Baraja is changing the world of self-driving cars through the invention of a new type of LiDAR called Spectrum-Scan™ that delivers ultra-high performance at high resolution, even at incredibly far distances. Today, Baraja LiDAR is already deployed in multiple verticals, working with global automotive and industrial partners.

Originally founded in Sydney, Australia, we also have offices in San Francisco, China and Europe. We are funded by Sequoia, Blackbird and Main Sequence Ventures and we are excited to continue growing the team, so if you are looking for a fast-paced, dynamic role in a start-up we are keen to hear from you!

The Opportunity

We are looking for a Law student or paralegal to migrate existing NDAs (Non-Disclosure Agreement) stored in current system (MS Sharepoint) to a new system, Outlook-based.

The role reports to our Intellectual Property Counsel.

Your Success

The primary focus is to starting automating contract management. This includes:

1- Screen legal documents

- Read and interpret legal documents (e.g. NDAs)
- Extract relevant key information (e.g. parties involved, expiry dates)
- Transfer legal documents from SharePoint into Outlook

2- Data integrity

- Avoid accidentally modifying or deleting data
- Adhere to confidentiality and commit to preserving it

3- Set up a workflow

Based on the extracted data, you'll:

- Map inter-dependent relationships in our organisation
- Identify who the owners of these tasks are, in consultation with our IP Counsel
- Set up tasks in Outlook (e.g. reminders)
- Generate emails clearly describing what actions the task owner should complete

Your Skills & Qualifications

You have commercial experience in Contract handling / Contract management. This includes the following:

- Attention to details and accuracy
- Principles of contract law (e.g. Legal Profession Admission Board)
- Office 365 Outlook and Excel

Desirable

Ideally, you'd have experience in the following:

- Tertiary qualification in Law or Computer Science, or equivalent
- Scripting in a coding language (e.g. VBA, C#, etc) to automate tasks (e.g. Sending e-mails from SharePoint to Outlook)

Our Culture

We believe that our culture is one of our most important assets and we've wrapped it up with three key values that we do our best to live up to every day:

- **Hustle to deliver on hard and meaningful problems** - Passion to achieve. Resilience & learning. What's the next challenge?
- **Build the machine that builds the machine** - It's not enough to design amazing products, we need to design the means to manufacture these products, at scale.
- **Develop sustained high performance** - Great teams make great things. They also respectfully challenge each other to reach the next milestone.

We work towards our goals by being in constant communication in person and through a range of technologies. We also have big ears for feedback from customers to help us continually improve the Baraja experience. We are pretty good at what we do (but definitely not perfect), so you'll be learning from and working with a top-flight team on a mission to be better every day.

The Benefits We Can Offer You

- Healthy lunch provided onsite, daily
- Employee Assistance Program
- Employee Referral Program

The recognition we gathered

We've recently been the recipient of the following:

- Finalist in the 2021 InnovationAus Awards for Excellence in 3 categories: People's Choice, Advanced Manufacturing & Wild Card
- 2021 NSW Premier's Export NSW Awards
- iAward for Automation Technologies Innovation of the Year 2019

Apply now!

What are you waiting for? Please apply at: <https://grnh.se/147c68803us>