



Job Description

(ref. SOP-0035)

Job Title

Paralegal / Legal Administrative Assistant

Reports to:

General Counsel

Department:

Legal

Basic functions:

ClearPoint Neuro is a therapy-enabling platform company providing navigation and delivery to the brain. Our mission is to improve and restore quality of life to patients and their families by enabling therapies for the most complex neurological disorders with pinpoint accuracy. Applications of our current product portfolio include deep brain stimulation, laser ablation, biopsy, neuro-aspiration, and delivery of drugs, biologics, and gene therapy to the brain.

We are looking for a new member of our Legal team to take the lead in supporting paralegal and administrative functions for the Company. This role reports to the General Counsel.

We offer flexibility, plenty of room for you to grow your professional skills, exposure to an executive team, and the potential to directly make a positive impact on the Company.

Work Schedule:

Full-time, Part-time applicants may be considered.

This role is hybrid eligible.

Duties and Responsibilities:

LEGAL

- Assist General Counsel with coordination, preparation, and leading quarterly intellectual property committee meetings, resulting in decisions related to patent filing and foreign patent strategy. Support Intellectual Property strategy, monitoring, and planning. Assist with patent annuity management.
- Coordinate communications between patent counsel, inventors, and other stakeholders to obtain updated information or acquire signature documents.
- Lead maintenance of Company's patent files.

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Job Description

(ref. SOP-0035)

- Assist General Counsel with coordination, preparation, and leading compliance committee meetings. Assist with basic compliance processes.
- Assist with creating materials and drafting minutes in connection with internal Company meetings.
- Organize and maintain Board Minute books and other Corporate Governance materials.
- Monitor contract intake process and draft contracts on standard templates and forms.

HUMAN RESOURCES

- Responsibility for administration of Company's employee training program. Issue, track, and report on all required trainings for onboarding employees and employee annual trainings.
- Manage hospital credentialing process for sales representatives, clinical specialists, and other Company employees.
- Perform and track background checks on new hires, and other Company agents and representatives.

GENERAL COMPANY ADMINISTRATION

- Provide general administrative support (e.g., creating presentations, proofreading documents, organizing minutes and filings, due diligence, litigation support), as assigned.
- Assist with executive scheduling processes.

Qualifications

Experience

- This position's work is detail oriented – emphasizing accuracy, consistency, and efficiency.
- Prior experience in a legal administration role.
- Prior knowledge of very basic patent procedures preferred, but not required.
- Excellent project management skills and the ability to track multiple deliverables to meet Company objectives.

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- Able to multi-task while maintaining attention to detail.
- Proficiency with Microsoft Office Suite required.
- Excellent communication skills (written and oral).
- Recognize and maintain highest levels of confidentiality.
- Able to work independently.

Education

- Minimum Bachelor's degree from an accredited 4-year institution.

Expected Compensation

- \$50,000-\$100,000 (Based on Full Time)
- Pay offered may vary depending on individualized factors, including job-related knowledge, skill, and experience. The total compensation for this position may also include other elements dependent on the position offered.

LOCATION

Solana Beach, CA

Contact Careers@clearpointneuro.com to Apply