

Position Summary:

Mirixa, a growing healthcare technology company, is looking for a Paralegal / Legal Assistant to join our Legal and Compliance team. This contributor will work with the members of the Legal and Compliance team in assisting with corporate legal and compliance matters, working on assigned projects, and providing administrative support as needed. The team member will need to be able to work independently and take initiative on projects.

Education: Bachelor's degree preferred

Experience: Minimum of 5 years' experience in a corporate environment

Responsibilities:

- Compile and maintain various records related to legal and compliance matters, including filing executed contracts and maintaining corporate record book
- Develop and maintain a schedule of key contract terms
- Prepare and review contract documents, including non-disclosure agreements and standardized pharmacy network agreements
- Assist legal team in researching and investigating regulatory requirements
- Assist with compliance audits
- Track, research, and document Health Insurance Portability and Accountability Act (HIPAA) incidents
- Assist with ad-hoc projects as needed
- Other duties as assigned

Skills:

- Excellent verbal and written communication skills
- Strong interpersonal and relationship building skills; teamwork orientation
- Acts with high integrity, including handling confidential and sensitive information
- Comfortable multi-tasking and prioritizing within a high volume, fast-paced environment
- Experience with document management systems preferred
- Advanced proficiency with Microsoft Office Suite
- Strong organizational skills
- Detail oriented

Mirixa is an equal opportunity employer. Applicants should be cleared to work in the United States. Relocation assistance is not available at this time.