

Contracts Specialist (Temp to Perm) - Boston

JURISolutions is partnering with a corporate client to identify an experienced contracts specialist for a temporary to permanent opportunity in the Boston area. The ideal candidate will have 3+ years of related experience, including preparing and drafting contracts, working closely with different business units (e.g. sales, finance and legal), and also managing a contracts management database. Someone who has created new forms in a CMS system, run reports, and is familiar with CMS dashboards would be ideal.

Strong technical skills and a Bachelor's degree are required.

If interested in learning more, please send your application to bwilliams@JSL-HQ.com for consideration.

Must be able to successfully pass a pre-employment criminal screen. Additional pre-employment driving and drug screens may be required based on job responsibilities.

JURISolutions Legal (JSL) is an award-winning legal services firm providing attorneys, staff augmentation and legal search to corporations, law firms and government entities. As an innovative alternative for premier legal talent and, JURISolutions enables its clients to fill gaps, broaden capabilities and create efficiencies in everything law. Founded in 1997 by two attorneys, JURISolutions has been providing legal talent solutions in a myriad of industries and to clients of all sizes—from the Fortune 50 to the small boutique law firm—for nearly 20 years. Today, JURISolutions is one of the largest WBENC-certified legal services firms in the country.

To our applicants, we make you this guarantee: your resume or identity will not be disclosed or presented to any prospective, current or former employer without your express permission.
CONFIDENTIALITY GUARANTEED.

JURISolutions is an Equal Opportunity Employer and wishes to fully comply with related federal/state laws and regulations. To this end, we are requesting your voluntary cooperation in completing our EEO survey. If you wish to participate in this voluntary survey, please go to www.JURISolutions.com/equal-opportunity-employer/

Toll Free 800-972-9103

Boston 617-973-5099

<http://www.jurisolutions.com/>