

# Legal Assistant - GROWMARK, Inc. - Bloomington, IL

GROWMARK is a regional cooperative with annual sales of \$8.5 billion providing agronomy, energy, facility planning, and logistics products and services, as well as grain marketing and risk management services in more than 40 states and Ontario, Canada. GROWMARK is ranked fourth on the NCB Co-op 100 listing of the nation's 100 highest revenue-earning cooperative businesses. GROWMARK owns the FS trademark, which is used by affiliated member cooperatives. GROWMARK is large enough to offer solid career opportunities, but small enough to provide a family-oriented, welcoming environment and great benefits.

See what it's like to work at GROWMARK: <https://youtu.be/CSVMnKCYSsY>

## **PURPOSE AND SUMMARY STATEMENT**

Oversees routine legal activities in assigned areas of responsibility, as well as provides general administrative support for the General Counsel's Division (GCD).

## **ESSENTIAL JOB FUNCTIONS**

**Collections:** Assists attorneys with drafting correspondence and legal documents necessary to carry out collection actions, including, but not limited to, demand letters, mortgages, promissory notes, payment agreements and other legal correspondence. Manages internal and external collection matters and provides monthly updates on the status of all open matters to include the tracking and management of collection resources and spreadsheets. Serves as liaison between the GCD and our outside law firms and clients.

**Trademark:** Performs preliminary trademark searches and requests. Communicates with attorneys and/or clients regarding upcoming deadlines and requests for documentation and/or additional information. Conducts online investigations for infringing material. Tracks the status of trademark matters.

Prepares agenda for weekly trademark meeting.

**Invoices:** Reviews and processes outside law firm and vendor invoices for all GCD matters.

**General:** Provides administrative support to the GCD. Under attorney supervision, and subject to appropriate training, assists with selected routine legal issues. Assists with document preparation, communication, data entry, file maintenance, office administration, and preparation of draft meeting minutes.

Cross-trains and provides primary backup support for other GCD administrative support staff.

Responsible for maintenance and organization of GCD files and databases, including CSC system, record keeping, scanning and filing.

Responds to GCD telephone calls and emails and coordinates departmental meetings and travel.

Maintains office supplies and oversees division calendars.

### **OTHER JOB FUNCTIONS**

Follows GROWMARK's Code of Conduct and Corporate Compliance Program, Environmental Health and Safety, OSHA and DOT policies and procedures, as they apply.

Performs all other duties as assigned.

### **REQUIREMENTS**

Normally requires a high school diploma or equivalent. Associate degree preferred, and 2 years or more of office and clerical related work experience in a legal office environment with trademarks experience is preferred.

Demonstrates essential abilities including business knowledge, collaboration, communication, customer focus, decision making and skill development.

Demonstrates potential for on-the-job learning and increased responsibilities.

Demonstrates excellent and professional communication, interpersonal, and customer service skills as this position requires constant communication with third parties via telephone and email. Demonstrates the ability to establish and maintain working relationships with outside law firms, employees and managers at all levels of the organization, and with clients and customers.

Demonstrates planning and organizational skills, as well as demonstrates the ability to handle multiple tasks with frequent interruptions, prioritize work, and deal with deadlines with proven "attention to detail" skills.

Requires the ability to perform duties at a workstation for extended periods of time.

May be required to lift packages of 10-20 pounds.

May be required to travel occasionally.

Ability and willingness to participate in required training that may include education on GROWMARK's policies and procedures and additional training as it relates to the

requirements of the position.

We are an equal opportunity employer, including protected veterans and qualified individuals with disabilities. Employment may be contingent upon receipt of an acceptable and job-related background check, drug test, motor vehicle report, and/or reference check, as applicable and permissible by law.