

Shiloh Industries, Inc. – Legal Extern

Office Location: Plymouth, Michigan

DESCRIPTION

Shiloh is an auto supplier. We are seeking support in our legal department, focusing on corporate governance activities and general counsel activities. Extern in the legal department. Extern will work with Corporate Counsel; Director, Legal; and Vice President, Legal and Government Affairs.

DUTIES AND RESPONSIBILITIES

- Extern will work with cross-functional internal teams to track, monitor, and assist in progress of corporate governance, commercial and other legal matters.
- Extern will complete initial drafts and reviews of certain legal documents for attorney review.
- Extern will draft process documents including “best practice” and “risk identification” memos, form agreements, and training materials.
- Extern will conduct research on applicable issues and topics and provide verbal and/or written reports to the Legal Department.
- Extern will draft routine corporate resolutions and assist with preparation of presentations.
- Extern will assist with tracking signatories and ensuring inter-company documents are properly archived.
- Other duties may be assigned.

JOB REQUIREMENTS

- Education and/or experience law school student who has completed first year of study.
- Must have excellent oral and written communication skills along with basic computer acumen using MS Office products.

SKILLS AND ABILITIES

- Language skills - ability to read, analyze and interpret legal articles and documents. Ability to communicate effectively by phone, email, or in-person meetings. Ability to draft documents for review, as requested by supervising attorneys.
- Reasoning ability - ability to apply legal principles to specific facts and commercial situations.
- Interpersonal skills – ability to collaborate effectively with cross-functional teams, in-house and outside counsel attorneys.
- Organizational skills – ability to work on and prioritize multiple projects with appropriate attorney supervision.
- Work ethic – ability and desire to maximize effectiveness by combining efficiency and accuracy.

Required Documents: Resume, cover letter and unofficial transcript

Desired Class Level: 1L, 2L, 2L Evening, 3L Evening