

Paralegal needed for an International Trade Law Firm. This is a challenging opportunity working in import, export, and compliance law.

Location: Missouri

Primary Responsibilities:

- Candidate must have detailed experience in customs, import, export and trade expertise.
- Strong working knowledge and experience of Customs and PGA Regulations and related Trade policy.
- Candidate will work with multiple attorneys, compliance directors, and legal assistants, and will have direct client contact.
- Strong public speaking and communication skills to present subjects at both firm and client subject-matter seminars
- Prepare formal written documents and correspondence and technical memoranda
- Ability to travel extensively for client meetings and work

Qualifications:

- Minimum of 5 to 10 years direct import/export technical experience
- Foreign-Trade Zone knowledge experience is preferred.
- Knowledge of International trade/economics
- Must be a self-starter with an inquisitive mind
- Ability to meet or exceed deadlines, prioritize, multitask, and maintain flexibility in a fast-paced environment.
- Ability to work independently on multiple projects, sometimes with conflicting priorities.
- Excellent communications skills (verbal, written, presentation) to explain technical subject matters

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