

Position Summary

The Paralegal/Regulatory Compliance Specialist files regulatory reports, researches regulatory statutes and regulations, applies for operating licenses for new business locations, handles corporate governance matters, and prepares and files various SEC forms and reports. The Paralegal/Regulatory Compliance Specialist interacts closely with attorneys, government agencies, Costco senior management, and other Costco personnel in operations, buying, accounting, tax, and construction.

Job Duties/Essential Functions

- Researches licensing requirements and files license applications for new US and Puerto Rico business locations.
- Prepares and files regulatory compliance reports.
- Researches regulatory statutes and regulations.
- Requests surety bonds for licensing, construction, and other departments.
- Assists with preparation of annual proxy statement.
- Maintains minute books for parent company and subsidiaries.
- Prepares simple legal documents including powers of attorney and certificates of incumbency.
- Assists with preparation and distribution of materials for board of director and board committee meetings.
- Assists in preparing written minutes of meetings and resolutions and circulates minutes for approval.
- Prepares and files all SEC Forms 3, 4, and 5 for the Company's Directors and Section 16(b) Officers.
- Prepares and files all SEC Form 8K reports
- Regular and reliable workplace attendance at your assigned location

Ability to operate vehicles, equipment or machinery.

- Computer, phone, copier/printer/scanner, fax

Non-Essential Functions

- Assists in other areas of the department as necessary.
- Assists in other areas of the company as necessary.

Experience, Skills, Education & Licenses/Certifications Required:

- At least five years' of paralegal experience within a law firm or in-house environment dealing with SEC compliance and filings for public companies.
- Strong attention to detail.
- Highly organized and able to successfully manage multiple tasks.
- Proven and reliable ability to maintain confidentiality in all legal matters.
- Proactive attitude and a strong interest in learning.
- High level of computer competency including Microsoft Office and Google.
- Self-starter with the ability to plan, organize, and establish priorities to meet goals and achieve results with a proven history of consistently meeting deadlines.

Recommended:

- High school diploma or GED; college degree preferred.
- Experience working with government agencies.
- Paralegal certificate.
- Experience with EDGAR.
- Previous Costco experience.

Please send cover letter and resume.