



Evofem Biosciences, Inc., (NASDAQ: EVFM) is a clinical-stage biopharmaceutical company committed to developing and commercializing innovative products to address unmet needs in women's sexual and reproductive health. Evofem Biosciences exists to advance the lives of women by developing innovative solutions, such as woman-controlled contraception and potential protection from certain sexually transmitted infections (STIs). The Company is leveraging its proprietary Multi-purpose Vaginal pH Regulator™ (MVP-R) platform to develop AMPHORA®, which if approved will be the first on-demand and female controlled MVP-R birth control method in the U.S.

We are a growing 40+ person team based in San Diego, CA. Our sole purpose is also our soul purpose: to improve the lives of women. We are committed to discovering and developing innovative healthcare solutions that put women first.

Legal Assistant

Job Summary:

This Legal Assistant position is responsible for maintaining appropriate electronic and paper filing systems and handling the signature process for all contracts. The Legal Assistant also provides daily office support to the legal department in a fast-paced environment and is frequently called on to assist employees across all business groups with contract-related matters. Job duties include reviewing all contract request to determine compliance with the company's contract policy; preparing reports; and providing document assistance in Word, Excel, PowerPoint, and Legal document versioning system. The Legal Assistant will also work closely with the Manager in overseeing the Company stock plan administration.

Job Responsibilities:

- Input information quickly and accurately into legal system databases.
- Timely complete final stage of contract process, including obtaining internal and external signatures, communicating appropriately with Business and outside vendors, updating and working in Legal's contract management system, and filing executed contracts in Legal's contract repository and paper filing systems.
- Support submission of filings, collect and organize information, and conduct research as necessary to support state licensing efforts.
- Organize and maintain Legal Department files (both electronic and paper), including Company contracts, SEC filings, litigation matters and corporate records.

- Assist with legal records maintenance, both paper and electronic, including, but not limited to, corporate minute books, shareholder records, annual reports, entity formation/qualification forms, and organizational charts.
- Serve as Legal Department Knowledge Manager, assisting attorneys and staff with the organization of Cloud-based and other systems' content in compliance with the Company Records Management Policy.
- Support attorneys and Legal department in drafting/finalizing documents including work in Word, Excel, and PowerPoint.
- Assist in the day-to-day stock plan administration
- Organize and schedule department meetings
- Draft and distribute correspondence using email, fax, and FedEx.
- Assist in the preparation of regularly scheduled reports.
- Handle internal and external requests and queries in a professional manner.
- Notarize documents as needed by business.
- Handle miscellaneous administrative tasks including but not limited to managing expense reports for attorneys and organizing department functions

Competencies:

- Strong organizational skills attention to detail.
- Strong time management skills.
- Ability to handle multiple priorities simultaneously in a fast-paced environment.
- Ability to work independently.
- Strong interpersonal, communication and writing skills.
- Team-oriented mindset and strong work ethic.
- Sound judgment and problem-solving abilities.
- Ability to analyze complex information requests.
- Ability to effectively collaborate in a dynamic environment

Supervisory Responsibility: None

Education and Qualifications:

- Minimum of 3-5 years of experience providing administrative and clerical support, paralegal services, equity administration, contracts administration, or other relevant experience, preferably with a public company or other in-house corporate legal team (biotech, pharmaceutical, life sciences company experience highly preferred).
- Bachelor's Degree in related field preferred.
- Paralegal certificate preferred.
- Experience drafting and redlining contracts and agreements.
- Experience Contract Management software.
- Stock plan administration experience preferred.
- Prior SEC filing, Nasdaq and/or corporate governance experience preferred.

- Working knowledge of DocuSign and/or any e-signature software preferred.
- Strong computer skills in database management and documentation preparation (Word, PowerPoint, Excel) are required.

Travel: Minimal

Evoform Biosciences provides a competitive salary and generous benefits package including medical, dental, vision coverage, 401k, paid vacation and Holidays.

Evoform Biosciences is an Equal Opportunity Employer

No agencies please