

## Paralegal - Contracts

### About the job

**Employment Type:** Permanent. Full-time

**Location:** Port Coquitlam, BC.

**Anticipated Start Date:** ASAP

### About Real Time Networks

Looking to start your career with an exciting, growing company? Real Time Networks Inc is a Port Coquitlam B.C. Canada based company experiencing rapid growth and continued success in the marketplace. Real Time Networks Inc. is a provider of intelligent lockers and electronic key cabinets, delivering advanced security, real-time accountability, and operational efficiency through intelligent asset and key management solutions.

### The opportunity

The **Paralegal - Contracts** will play a key role in managing the company's contractual agreements, ensuring alignment with corporate policies, and identifying potential legal and business risks. Reporting to and working closely with fractional legal counsel, this role focuses on contract administration, including drafting, reviewing, negotiating, and overseeing a variety of agreements, such as Master Service Agreements, Software Contracts, and Employment Agreements. The Contract Manager will also help establish priorities, ensuring that key agreements are handled efficiently and aligned with business needs.

The ideal candidate will have a strong foundation in contract law, risk assessment, and regulatory compliance, along with experience in contract management, corporate compliance, or as a paralegal. This role requires collaborating with legal counsel, internal stakeholders, and external parties to set priorities, streamline contract workflows, and ensure that contractual obligations support the company's strategic and operational objectives while mitigating risks.

### Responsibilities:

#### Contract Management & Oversight:

- Review, draft, negotiate, and manage customer, vendor, and service agreements, and vendor registrations ensuring alignment with contract law, regulatory requirements, and company policies.
- Oversee a variety of agreements, such as Master Service Agreements, Software Contracts, and Employment Agreements.
- Work alongside legal counsel to oversee the full contract lifecycle, including initiation, execution, amendments, renewals, and terminations.
- Assisting with establishing a centralized contract database, ensuring accurate tracking of key dates, obligations, renewals, and compliance requirements.

#### Legal & Compliance Coordination:

- Apply a strong understanding of contract law, regulatory considerations, and industry standards to assess and mitigate legal and operational risks.
- Work closely with legal counsel and internal stakeholders to ensure contracts reflect company objectives while minimizing exposure to liabilities.

#### Training & Awareness:

- Provide internal teams with basic knowledge on contract law principles, risk mitigation, and best practices for managing contractual obligations.
- Provide guidance to department heads and regional directors on contractual risks, regulatory considerations, and compliance requirements.

**Education & Experience**

- Paralegal diploma or certificate from recognized institution.
- Bachelor's degree in legal studies, business, or related field.
- 5+ years as paralegal, contract management or a related field.
- Paralegal diploma or certification is an asset.
- Strong knowledge of contract law across multiple Provinces and various US States.
- Experience working with a contract database.
- Familiarity with contract lifecycle management tools or legal document management systems.
- Experience with employment law in Provinces like BC, Ontario and Quebec.
- Experience with cloud-based and software related contracts, is definite asset.

**Skills**

- Proficient in drafting, reviewing, and negotiating contracts
- Able to adapt to changing priorities with a positive attitude
- Familiar with industry regulations and compliance standards (e.g. ISO 27001).
- Strong analytical, organizational, and time management skills.
- Excellent communication and negotiation abilities with internal teams and external partners.
- Professional level communication in English both oral and written.

**What we offer:**

- A competitive salary commensurate with experience and education
- A comprehensive benefits program including extended medical and group insurance.
- Work life flexibility available.
- RRSP matching and bonus eligibly after probationary period.
- Education Assistance benefits

**How to apply**

Send your resume and cover letter to [contact@realtimenetworks.com](mailto:contact@realtimenetworks.com) indicate **Paralegal - Contracts Ref: 05.2025** in the subject line. We strongly encourage applicants to apply as soon as possible, as we will review resumes and schedule interviews as they arrive. This position will remain open until filled. Real Time Networks thanks all applicants for their interest and advises that only those selected for an interview will be contacted. No phone calls please.

**Diversity & Inclusion**

RTN is an equal opportunity employer who is committed to an inclusive and diverse workforce, equity in employment and fostering a barrier-free environment. We strive to include perspectives from those that vary by race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, and disability. If accommodation is required at any point in the recruitment process, please contact a member of our Recruitment Team.