Legal Support Specialist

At Birkenstock, our business is a reflection of who we are. We have a passion for our products, an appreciation of their heritage and a genuine belief in their benefits. Our business is a reflection of what we represent - quality products that are comfortable, unique, timeless and respectful of the world around us. Our mission is to deliver happiness and satisfaction. To provide quality products and services, we need quality people. We are looking for talented people who share our values of accountability, responsiveness, excellence, teamwork, respect, integrity and a positive attitude.

JOB TITLE:	**Legal Support Specialist**
LOCATION:	**San Francisco Bay Area or New York City metro area**
REPORTS TO:	**Senior Manager Legal Services and Compliance**
TYPE:	**Regular – Full-Time w/ Benefits – Exempt**
SALARY:	**$72,000 - $90,000 Annual Salary**

Note: Relocation and any associated costs are the sole responsibility of the person hired for this position.

OVERVIEW

The Legal Support Specialist provides comprehensive legal and support across the Birkenstock Americas Region, with a primary focus on managing leases, commercial agreements, contract workflows and management of legal operations. Reporting to the Senior Manager, Legal Services & Compliance, the position is responsible for keeping matters moving on a timely or proactive basis including scheduling and follow-ups, ensuring agreements are fully executed, organizing contracts by subject matter and status, and preparing documents for review. This role ensures efficient coordination, execution, and organization of legal documents and processes. The position works closely with various internal teams—including, Retail, Finance, Operations, and Legal colleagues as well as external partners—to support ongoing business needs, including but not limited to retail growth initiatives.

Contract Administration

- Support the full lifecycle of contract documentation, including new leases, amendments, renewals, estoppels, and related correspondence.
- Track and manage key lease dates, obligations, and deliverables, ensuring timely follow-up and communication with relevant departments.
- Maintain well-organized, accurate records and ensure lease files are properly executed, stored, and accessible.
- Works cross-functionally with Real Estate, Retail, and Finance teams regarding lease requirements for new locations, relocations, expansions, and closures.

Commercial Agreement Support

- Prepare, format, proofread, and route commercial agreements and contract-related documents for internal and external stakeholders with guidance from Senior Manager Legal services and compliance.
- Manage approval workflows and signature processes using contract management systems. Maintain an up-to-date contract repository ensuring version control and document accuracy.
- Conduct preliminary reviews of incoming agreements for completeness and alignment with internal guidelines Support and receive direction from the Senior Manager Legal Services and Compliance.
- Demonstrate experience and proficiency in reviewing and preparing Letters of Intent (LOIs) related to retail leasing and real estate transactions, as well as Mutual Non-Disclosure Agreements (MNDAs) and standard Non-Disclosure Agreements (NDAs), including identifying key contractual provisions, potential risks, and deviations from approved templates or company standards.
- Independently manage routine commercial contract reviews, proactively identify outstanding issues, coordinate with internal stakeholders, and ensure timely completion of assigned matters, escalating complex legal questions when necessary.

Management of Legal Operations

- Proactively manage and support the Senior Manager's calendar for lease, contract, and compliance matters, including scheduling internal and external meetings, sending invites, and coordinating logistics.
- Prepare and distribute meeting agendas; capture key discussion points, decisions, and action items; and circulate clear meeting summaries and follow-up lists.
- Assist with compliance activities, including tracking and reporting on policy acknowledgments, training logs, regulatory filings, and audit support items.
- Help maintain and refine internal processes, templates, procedures, and playbooks to improve consistency, efficiency, and scalability of Legal Services.
- Generate periodic reports, dashboards, and metrics for the Senior Manager and Legal leadership relating to leases, contracts, and compliance status.
- Serve as a key point of coordination for the Senior Manager, ensuring matters are progressing, deadlines are tracked, and stakeholders receive timely updates and follow-through
- Assist in preparing litigation case summaries and executive reports for senior management, including updates on key developments, deadlines, and outstanding matters.

Cross-Functional Support

- Serve as a key liaison for internal teams on matters relating to contract status, lease documentation, and compliance requirements.
- Coordinate meetings, timelines, and communication between Legal Services and departments such as Retail, Real Estate, Construction, Operations, and Finance
- Communicate with external parties including landlords, vendors, consultants, and legal counsel to facilitate timely document exchanges.

Qualifications

Education & Experience

- Bachelor's degree preferred; equivalent experience will be considered.
- Paralegal Certificate a plus.
- 3-6 years of experience in legal administration, lease administration, contract management, paralegal, legal support or similar roles.
- Experience in lease or commercial contract environments is strongly preferred; exposure to retail leases and commercial litigation a plus.
- Experience with contract management systems and Lexis Nexis a plus.

Birkenstock USA, LP 100 Wood Hollow Drive, Suite 100 Novato CA. 94945

Skills & Competencies

- Demonstrated ability to work independently, take initiative, proactively identify and address issues, manage priorities, and complete assigned tasks with minimal supervision and without the need for repeated follow-ups.
- Excellent attention to detail, accuracy, and document management discipline.
- Strong organizational and time-management skills with the ability to handle multiple priorities in a fast-paced environment.
- Proficiency with Microsoft Office and experience with contract management or document repository systems.
- Strong communication skills, both written and verbal.
- Ability to work effectively with cross-functional teams and maintain confidentiality.
- Strong sense of integrity and professionalism.

Attributes for Success

- Proactive, resourceful, and solutions-oriented in managing shifting priorities.
- Strong customer-service mindset with the ability to support diverse internal and external partners.
- Comfortable working in a growing, evolving business environment.
- Committed to process improvement and operational excellence.

If interested, please send cover letter and resume to katelynn.ramos@birkenstock.com. Subject line should list "Legal Support Specialist".

BIRKENSTOCK USA, LP IS AN EQUAL OPPORTUNITY EMPLOYER.

Birkenstock USA, LP 100 Wood Hollow Drive, Suite 100 Novato CA. 94945