



Legal Analyst

Pay range: \$60-75k DOE

**This position is located in Syracuse, NY.

Bluefors and Cryomech have recently joined innovative forces to become a world leader in cryogenic technology and manufacturing. Now, as the new Bluefors, a company of 600 professionals from 50+ different nationalities and growing, we are proud to continue serving quantum technology, scientific and other select industries throughout the world.

Bluefors is a Finnish-based company formed in 2008 and quickly became a market-leader in ultra-low temperature systems. We design, customize and manufacture measurement systems that can provide a clean and quiet environment for scientific research. Cryomech, a world leader in cryocoolers and cryogenic systems, has been a Syracuse-based high-tech manufacturer since 1963, and will continue to be the brand of product lines from Syracuse.

Together we have a strong focus on the quantum computing and information community, and we are here to support scientists and industries go further in their endeavors. For this we have brought together the best minds from a variety of fields. Here we are curious to the core, have wide-range expertise, and have one mission: progress. Together we deliver systems all around the world and the markets for our products are constantly growing.

Position Summary

The Legal Analyst will provide legal and administrative support to the Chief Business Officer, as well as other managers and professionals. This position will assist with document preparation and reviews, organize & maintain all legal documents, create a follow up system for open and recurring items and conduct legal research. They will review and provide comments on all agreements to ensure the companies' interests are being protected and policies are being adhered to. Typical agreements are customer and supplier T&C's, NDAs, regulatory compliance, etc. This role will work cross functionally to ensure all teams are aware of and complying with agreed to terms, as well as ensure the organization is compliant with all regulatory requirements. The Legal Analyst will be the point person on all export compliance discussions.

Essential Duties and Responsibilities

- Conducts legal research to support decision making on various corporate legal matters
 - Conducts research and analyzes statutes, regulations, legal articles that impact our business and provides written references and analysis.
 - Updates corporate and regulatory policies as needed.
 - Ensures the company is compliant with all export regulations and laws.
 - Reviews and validates the appropriateness of questionable export opportunities
 - In collaboration with other departments, supports the day-to-day operations of regulatory compliance and corporate compliance programs and projects.
 - Supports internal and external audits and reporting as directed.
 - Independently analyzes and interprets terms and conditions of agreements and contracts, including those associated with the FAR, DFAR, CFR, and other contracting regulations.
 - Collaborates with departments on contracts/agreements to understand their projects and goals, to ensure all requirements are accurately reflected in each contract.
 - Contract Management: Implements and optimizes contract management processes, including tracking, alerts, and automation of contract-related tasks.
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- Assures that all contractual terms and provisions follow company processes, guidelines, and policies.
- Reviews redlines to the companies' standard agreements.
- Provides training and support to other teams with regards to legal processes and use of tools that can enhance their productivity and promote contracting standard methodologies.
- Manages and organizes a large volume of data related to legal matters, ensuring accuracy, completeness, and accessibility.
- Creates and maintains databases, and constructs complex database queries
- Converts complex data into easily comprehensible reports
- Assists in the development and maintenance of document management systems.
- Escalates to the appropriate decision maker when significant legal or financial risk is identified.
- Manages and organizes corporate records, contracts, and other legal documents.

Qualifications and Education Requirements

Minimum of an Associate's degree and Paralegal Certificate from an ABA-approved program required. Bachelor's degree highly preferred. A minimum of three years' experience as a Paralegal, Legal Assistant, or in Legal Operations is required. Experience working in tax or corporate law, including work with contracts is required.

Employee Benefits

- Bluefors offers a generous benefits package including health, dental, vision, 401K, long and short-term disability, life, training, tuition reimbursement, and Paid Time Off (PTO).

This role does not offer sponsorship for work authorization.

Bluefors Cryocooler Technologies, Inc. is an Equal Opportunity Employer. All qualified applicants will receive consideration regardless of disability status, veteran status, or any other New York State or federally protected characteristic.
