

Business Category Unit (BCU):	Arjo Inc.
Functional Area (Department):	Finance/Accounting
Business Card Title:	Legal Intern
Job Title:	Legal Intern
Job Grade:	TBD
FLSA Status:	Exempt
Job Code:	TBD
Position ID Number:	TBD
Title of Direct Supervisor (Reports to)	Vice President-General Counsel U.S.
Location:	Hoffman Estates, IL and Remote

Job Function Summary:

The legal intern will work on a range of legal projects and initiatives that will support the Vice President - General Counsel, legal and compliance team as well as various business initiatives across our global community. The legal intern will also assist the General Counsel, Legal and contracts team with various tasks related to corporate governance, litigation, bankruptcy and commercial real estate. This position is responsible for contracts for medical devices and services, professional services and construction projects, non-disclosure agreements, consulting agreements and reviewing amendments and various legal documents. This role will support US sales personnel including implementing and creating Arjo's policies, processes and governance to ensure the effective implementation of critical contract activities which manage business opportunities and risk appropriately.

Arjo's goal is to provide the intern the opportunity to work on a number of legal issues and projects that involve team members from across the United States. The intern will work directly with key stakeholders within various business units within the organization to provide a genuine look into being in-house counsel at a global corporation.

The paid internship is full-time, 16 hours a week (2 days), for eight (8) weeks starting late May through early August, exact dates to be determined (and flexible). The legal intern will be paid thirty dollars (\$30) per hour (subject to applicable tax withholdings). Arjo has partnered with Express Employment in order to provide the payroll services for this internship. Upon acceptance of the internship you will be connected with a representative from Express Employment who will help guide you through this process. Course credit may be given subject to approval of the applicable university and law program. Successful candidates will need to pass a background check. Interns will be expected to work at our headquarters at 2000 Center Drive, Suite D403, Hoffman Estates, IL 60192. Since remote working may also be required or allowed by us, the intern must have Wi-Fi

with Internet access in order to connect and communicate effectively. We will provide a laptop pre-loaded with all necessary software.

Job Functions:

- Work directly with the sales field and the General Counsel to ensure contract terms are negotiated in accordance with established Arjo's standard terms and conditions, policies and procedures, as well as legal and regulatory requirements.
- Works with the General Counsel and outside counsel on litigation matters related to product liability, employment or commercial litigation.
- Supports the General Counsel with various tasks related to Arjo's needs.
- Ensure department response timeframes are met or exceeded.
- Respond and manage requests related to NDAs, consulting, speaker and other agreements.
- Responds to inquiries from the Sales organization and external customers as it relates to contract terms and conditions, compliance and other related contract matters; responds to inquiries, researches issues and provide resolution to other internal departments.
- Reviewing and negotiating Group Purchasing Organizations (GPOs) and Integrated Delivery Network (IDNs) agreements, including planning, drafting/redlining, execution, amendment, extension and expiration.
- Drafts memos, letters and other correspondence as requested.
- Participate in special projects or assignments as required by management.
- Participates in any and all reasonable work activities as assigned by management.
- Performs other duties as required or assigned.

Required Knowledge, Skills and Abilities:

- Registered into an accredited College or University studying Law, Pre-Law or similar course study, subject to approval.
- Strong presentation skills accompanied with exceptional interpersonal and communication skills, both verbal and written.
- Strong knowledge of contracting language required for sales contracts such as limitation of liability, indemnification, risk-aversion clauses.
- Advanced skills in Microsoft Excel, Outlook, PowerPoint, Word, and other database concepts.
- Demonstrated ability to prioritize and execute tasks with nominal direction in a fast-paced environment.
- Ability to work effectively with all employees and external business contacts while conveying a positive, service-oriented attitude.
- Ability to maintain complete confidentiality and discretion in business relationships and exercise sound business judgment.
- Executive-level communication, interpersonal, and organizational skills are essential both verbally and in writing.
- Exceptional multi-tasking and prioritization skills.
- Ability to excel in a cross-functional, complex team environment that requires quick turnaround and quality output.
- Demonstrated ability to perform effectively in a fast-paced, dynamic business environment.
- Must be a self-starter, an independent thinker and a rapid decision maker.
- Demonstrated ability to work independently as well as in a team environment.
- Ability to complete all designated training programs required for the position.
- Ability to maintain complete confidentiality and discretion in business relationships and exercise sound business judgment.

Quality Requirements:

- Build Quality into all aspects of their work by maintaining compliance to all quality requirements.

- Ensure compliance to all FDA and Worldwide Quality & Compliance regulations (As applicable to the job function).
- Attend all required Quality & Compliance training at the specified interval.
- Adopt the “Beyond Compliance Quality Culture” in the work environment; always meet and exceed requirements.

Environmental/Safety/Physical Work Conditions:

- Ensures environmental consciousness and safe practices are exhibited in decisions.
- Ability to travel by car or public transportation as needed to meet business needs.
- May work extended hours during peak business cycles.
- The individual must occasionally transport and/or move up to 15 lbs.
- Ability to utilize computer and telephone equipment and other related office accessories/devices to complete assignments.
- While performing the duties of this job, the employee is frequently required to stand, walk and sit.
- The employee must have use of hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; speak and hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Permissions:

Each organization shall establish the appropriate authority, and interrelation of all employees who manage, perform, and assess work affecting quality, and provide the independence and authority necessary to perform these tasks.

Supervision/Management of Others:

- N/A

Internal and External Contacts/Relationships:

- Internal: Team members (including contractors), all colleagues including office, Field Sales and Service teams, other field-based team members; and executive team.
- External: Customers, contractors, consultants, vendors, suppliers, 3rd party providers, and/or regulatory agencies as appropriate.

Deadline: All applications of a resume and cover letter are due no later than April 20, 2026.

Disclaimer:

The above information in this description is intended to describe the general nature and level of work performed. It does not contain nor is it intended to be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Please apply even if you do not meet all of the requirements.

Employee

Name (print)	Signature	Date

Management

Name (print)	Signature	Date

Human Resources

Name (print)	Signature	Date