



JOB DESCRIPTION

Position Title:	Corporate Paralegal	Position Type:	Exempt
Department/Group:	Legal & Contracts	Location:	Dallas
Reports To:	Associate General Counsel	Direct Reports:	0
Company Description			
<p>Kosmos Energy is a leading deepwater exploration and production company focused on meeting the world's growing demand for energy. We have diversified production, a world-class gas development, and value creation opportunities from exploration in the proven basins where we operate.</p> <p>Our key assets include production offshore Ghana, Equatorial Guinea and U.S. Gulf of Mexico, as well as a world-class gas development offshore Mauritania and Senegal. We also maintain a sustainable proven basin exploration program in Equatorial Guinea, Ghana and U.S. Gulf of Mexico. Kosmos is listed on the New York Stock Exchange and London Stock Exchange and is traded under the ticker symbol KOS.</p> <p>As an ethical and transparent company, Kosmos is committed to doing things the right way. The company's Business Principles articulate our commitment to transparency, ethics, human rights, safety, and the environment. Read more about this commitment in our Sustainability Report. For additional information, visit www.kosmosenergy.com.</p>			
Basic Function			
<p>This position is responsible for providing corporate paralegal and subsidiary management support for the Legal Group.</p>			
Essential Responsibilities and Job Duties			
<ul style="list-style-type: none"> • Maintain corporate and subsidiary minutes and manage and organize company books and records. • Independently manage a number of foreign and domestic subsidiaries, including annual secretary of state and economic substance filings. • Assist Finance, Treasury and other internal groups as necessary with responding to Know Your Customer (KYC) requests from financial institutions. • Review and code all legal-related invoices. • Draft Powers of Attorney, Secretary's Certificates and other ancillary corporate documentation as needed. • Assist with maintaining local branch registries in host countries. • Work closely with the Company's stock transfer agent in connection with ongoing services, including responding to escheatment reports. • Assist the Legal Group with basic legal-related research, including with respect to corporate governance and SEC filings. • Maintain familiarity with Company corporate governance documents and provide analysis and respond to inquiries regarding same. • Assist Associate General Counsel with annual/recurring SEC filings and compliance with all NYSE/LSE listing requirements. 			



JOB DESCRIPTION

- Assist with filing and maintaining corporate records and contracts in the Company's online document management system.
- Handle other projects, duties and responsibilities as assigned.

Qualifications and Education Requirements

- High School Diploma or GED required, Bachelors degree highly preferred.
- Minimum 3-5 years' work experience as a Corporate Paralegal in a large law firm or sophisticated in-house environment.
- Paralegal Certification required.
- Experience in oil and gas industry strongly preferred.
- Excellent communication skills required.
- Must be able to maintain confidentiality.
- Ability to multitask and prioritize amongst competing deadlines.
- Notary Public designation or willingness and ability to obtain it.
- Proficient with Microsoft Outlook, Word and PowerPoint and able to easily process documents
- Original, creative thinker with the ability to formulate and express a contrarian viewpoint
- Able to work in a fast-paced environment

Attributes

- Strong interpersonal and communication skills
- Proven ability to prioritize and multi-task
- Exceptional productivity skills. Can be relied on to get the job done accurately and on time.
- Has little need for close management supervision and direction and is comfortable and effective in an informal operating environment.
- Proven ability to collaborate with team and generate solutions
- Must be an energetic self-starter with a passion for their work. An engaged, "hands on" team player.
- Ability to handle and protect sensitive information in a confidential and professional manner
- Must be able to work with diverse employees, partners and governments from all parts of the world.
- Ability to handle multiple tasks and to coordinate efforts with other departments as required
- Advanced problem solving, time management, and decision-making skills required
- Advanced written and verbal communication skills, with the ability to partner effectively with all levels of staff

Travel Requirements

Position requires approximately 0% travel, domestic and international.

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting and to use standard office equipment (computer, printer, copier, etc.) stamina to maintain attention to detail despite interruptions, strength to



JOB DESCRIPTION

lift and carry files weighing up to 25 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone.

All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity, religion, national origin, disability, veteran status, age, marital status, pregnancy, genetic information, or other legally protected status.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	