

Corporate Paralegal - Job Description

The Description

The Corporate Paralegal will be an integral member of the legal department, reporting to the General Counsel & Chief of Staff and working with other members of the legal department to provide effective, efficient legal assistance to meet the Company's evolving legal needs. The position is in-office in downtown Fort Worth, Texas.

Responsibilities

- Project Management for corporate initiatives and assist with corporate rollout of compliance initiatives.
- Litigation and claims management assistance.
- Gather information relative to legal issues and provide general assistance to attorneys.
- Drafting and amending demand letters, commercial contracts, NDAs and other corporate documents under the supervision of attorneys as needed.
- Providing support for debt finance, M&A and other corporate transactions.
- Maintaining organizational systems to track legal processes, documents, and licenses.
- Coordinate responses to and handle inquiries from company stakeholders throughout all areas of the business with supervision of attorneys as needed.
- Incorporate a strong understanding of business operations and processes key to the legal and regulatory issues impacting the company's areas of focus.
- Support and address staff and stakeholder inquiries.
- Assisting with other projects as needed. The ability and willingness to be a team player and assist with a variety of projects is a critical part of this role.

Qualifications and Education Requirements

- Bachelor's degree from a 4-year college or university and/or paralegal certification preferred.
- Three [3] plus years of previous experience as a corporate paralegal gained at a sophisticated law firm or corporate in-house legal department.
- Proficiency in Microsoft Office programs and exposure to other matter and contract management programs.

Preferred Skills

- Detailed oriented.
- Desire and ambition to "own" projects and become a trusted, go-to individual for constituencies.
- Ability to prioritize projects and manage a high volume of work, at times.
- High level of problem-solving capabilities
- Excellent written and verbal communication skills.
- Ability to interface with different corporate departments.
- Willingness to work on matters outside his or her base of prior experience and continue growing in knowledge and experience.
- Ability to contribute to a collaborative environment by consistently demonstrating teamwork, high motivation, positive behavior, and effort to achieve goals and objectives.
- Highly agile with the ability to work independently (self-motivated and driven) and enjoy a high degree of interaction with team members.
- Sense of urgency where appropriate and ability to work with and meet deadlines.
- Comfortable working without constant supervision and be willing to solve problems on own initiative.

Personal Characteristics Required

- Confident, proactive, ownership mentality.
- Critical thinker with good judgement.
- Team oriented with a positive, enthusiastic attitude.
- Professional, discreet, and reliable.

Interested qualified candidates should submit their resume in confidence to:

Crystal Cornett
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832-696-9315