

Paralegal - Job Description

Actively seeking an accomplished Paralegal to play a pivotal role in supporting all legal matters that arise within the company. This individual will directly report to the company's General Counsel and will be integral in overseeing the legal operations of our growing family-owned collection of high-volume, award-winning retail automotive franchises.

Key Responsibilities:

- **Contract Management:** Collaborate with in-house counsel to process contracts, maintain a vendor onboarding checklist, monitor critical deadlines, and organize contracts within our management system. Facilitate signature processes.
- **Litigation Management:** Oversee incoming litigation, manage indemnity requests, monitor key deadlines and case updates, maintain organization of incoming cases, and coordinate responses to third-party subpoenas.
- **Corporate Governance:** Assume responsibility for corporate filings, ensure their currency, assist in drafting corporate consents and minutes, and maintain properly updated ownership records and organized corporate governance files.
- **OEM Updates:** Keep OEMs informed of any structural, management, or ownership changes within our business.
- **Licensing:** Supervise all business licenses, monitor renewals, and ensure timely processing to maintain current status.
- **Structure Charts:** Maintain accurate and up-to-date entity structure charts.
- **M&A Support:** Offer assistance during due diligence reviews and acquisition documentation, and provide integration support post-acquisition.
- **Advertising Reviews:** Provide support in advertising reviews and ensure compliance with FTC regulations.

Qualifications:

- Bachelor's Degree in Paralegal Studies, Legal Studies, or equivalent, or a Bachelor's Degree coupled with a Paralegal Certificate from an ABA-accredited program.
- Strong preference for candidates with experience in the automotive industry.
- Minimum of 5 years of relevant experience.
- Demonstrated ability to prioritize tasks and manage multiple responsibilities to meet deadlines.
- Excellent verbal and written communication skills.
- Exceptional organizational skills.
- Team player with the ability to excel in fast-paced environments.

Interested Qualified Candidates Can Send Resume To:

Crystal M. Cornett, Legal Recruiter
Telephone/Text: 832-696-9315
Email: ccornett@nnlegalsearch.com