

Administrative Assistant - Job Description

Responsibilities:

Department/Location: Corporate Headquarters – The Woodlands

Position Summary:

This position will primarily support General Counsel (GC) who is responsible for legal, compliance, and regulatory aspects of the company, its funds, and its portfolio companies. Additionally, this position will perform administrative duties for the company's SVP Asset Management and CFO. Qualified candidates must have strong organizational skills and be able to work independently, with minimal supervision, in a fast-paced environment.

Primary Duties and Responsibilities:

Administrative duties

- Keep the GC advised of time-sensitive and priority issues, ensuring appropriate follow-up.
- Work directly with the GC to support all aspects of his daily work routine.
- Routinely perform a wide variety of support duties.
- Prepare, reconcile, and submit expense reports.
- Maintain paper and electronic filing systems for legal matters.

Legal and Regulatory Projects

- Coordinate and assist GC with responding to requests from outside FERC counsel.
- Regulatory Filings: assist with material gathering, updating reference spreadsheet, proofing final submission.
- Assisting with consent process for the company's entities.
- Maintain tracking sheet and electronic copies of Fund Guarantees.

Entity Management

- Assist with entity formations, cancellations, and dissolutions (DE & State)
- Coordinate new entity initial organizational and consent documents.
- Maintain copies of executed documents, Certificate(s) of Formation (DE & State) on the Company network.
- Maintain Entity and Officer/Director lists.
- Coordinating entity changes with registered agent; including monitoring registered agent billings
- Update organizational chart for new, dissolved, and sold entities.
- Request and maintain Legal Entity Identifier (LEI) numbers, annual renewal process, and coordinate billings with accounts payable.

Investor Relations

- Track and assist with Investor operational due diligence request.
- Maintain Funds' limited partner advisory committee list.
- Assist with fundraising duties including document tracking, signature coordination, compliance OFAC & KYC process, and preparation of investor documents for posting to Investors.
- Assist with tracking compliance with investor side letters.

Other

- Assist in a wide variety of projects as assigned.
- Maintain confidentiality of all sensitive and confidential issues

Required Qualifications:

- Proficient Microsoft Office skills – MSWord, PowerPoint and Excel experience required
- Proficient computing skills; database management
- Strong organizational skills - attention to detail a must
- Excellent communication skills - both written and oral
- Demonstrated ability to work effectively as part of a team
- Willingness to learn

Crystal Cornett, Legal Recruiter

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