

Corporate Transaction Paralegal - Job Description

Job Summary

Manager: Transaction Senior Lead Attorney

FLSA Status: Exempt

Boutique North Dallas law firm is seeking a skilled and motivated professional to serve as a Corporate Transaction Paralegal. This vital role will support multiple attorneys with the opportunity to assist the transaction team with general corporate work, Mergers & Acquisitions, commercial lending, and commercial real estate closings. You will leverage your expertise and strong detail-oriented work style to ensure accuracy and quality of work for the team.

This in-office position will report directly to the Senior Lead Attorney.
Office Hours are 8:30 – 5:30 Monday through Friday.

How You Will be Contributing

- Support attorneys and clients through all phases of corporate and real estate transactions, including assisting with mergers and acquisitions, loan transactions, private equity, and commercial real estate; prepare and draft transaction documents
- Previous experience required in drafting corporate agreements, including company agreements, limited partnership agreements, and corporate resolutions and minutes, as directed by attorney
- Project management for transactional closings, draft closing checklists, draft and assemble schedules, and organize closing and post-closing tasks
- Draft and prepare loan documents from approved form sets and credit approval memorandum, at the direction of the attorney
- Draft, review and file corporate transactional documents including state forms and filings, entity formations, resolutions, consents, agreements, certificates, merger documents, licensing approvals, and regulatory filings
- Coordinate with title company and lender to facilitate loan closings
- Conduct due diligence, lien searches and summaries, complete UCC filings and order certified documents
- Develop and maintain positive work relationships with clients and staff to ensure accurate organization of facts and information
- Support other needs of the law firm to include maintaining electronic client files and data rooms

Position Profile

- Possess strong self-management skills, including ability to handle multiple priorities and transition easily between tasks, meet deadlines, and work with minimal supervision
- High degree of integrity and confidentiality in communication and document handling; Solid work ethic
- Excellent critical thinking skills, with a high degree of accuracy and attention to detail
- Capable of communicating effectively with both in-house and outside clients and attorneys, while being responsive to deadlines in various stages of development
- Produce high-quality, error-free work product in a deadline-sensitive environment

Position Requirements

- Paralegal certificate required
- Bachelor's degree preferred (equivalent work experience may be considered in lieu of a degree)
- Experience in legal drafting and corporate transactions
- Extensive prior closing work experience with complex M&A transactions and commercial loan transactions

Competencies for Success

- Concern for Order & Quality: Keeps accurate records, checks quality of work or information, exemplary planning and time management skills
- Detailed-Oriented: Highly organized and manages data with strong attention to detail; keeps accurate records; reviews documents for exceptions and inconsistencies
- Oral and Written Communication: Communicates information clearly, concisely, and accurately to all levels in the organization and with clients

Who You Will Be Working For

As a thriving third-generation legal firm, we provide clients legal services including litigation, corporate transactions and tax and strategic planning. Our mission is to bring strategic business insight, professional judgment and competence to our client's business and legal issues. We bring a personalized approach to every engagement. Please visit www.shieldslegal.com for additional information.

You will be provided competitive compensation, medical/dental benefits, life and disability insurance, voluntary benefits, 401(k), paid time off, and paid volunteer hours.

We are committed to equal employment opportunities regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender, gender identity or expression, or veteran status.

Interested Qualified Candidates Can Send Resume To:

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