

Corporate Paralegal - Job Description

Department: Legal

Reports To: Associate General Counsel (Three Individuals)

Location: Virtual (with preference for Boston, Chicago, or Dallas as home location)

Position Summary:

The Paralegal will provide general paralegal and project management to each of the Company's three Associate General Counsels (AGC (Employment & Litigation), AGC (Contracts) and AGC (M&A)) and to the Chief Legal Officer in the following areas: entity formation; local, state, and federal filings; corporate compliance; M&A assistance; litigation support; contract support; administration and research, and special projects.

Responsibilities:

- General legal department administrative tasks including, but not limited to, scheduling, calendaring, document management and maintenance of corporate records;
- Manage legal entities including entity compliance matters, assembling the required state filings and drafting corporate paperwork for formation of existence, mergers and dissolutions, annual reports, foreign qualification, IRS filings and other related matters;
- Assist Chief Legal Officer with corporate governance including drafting organizational documents, board/manager/member resolutions, maintaining unit ledgers and stock records, issuing stock certificates, assisting on issuances of compensatory equity and other related matters;
- Assist AGC M&A with merger & acquisition matters, including without limitation, assisting on diligence-related activities, preparing and drafting ancillary closing deliverables, drafting profits interest awards and related documents; preparing closing sets/e-binders; and other related matters;
- Assist AGC Employment/Litigation with internal and external matters;
- Assist ACG Contracts with contract and related matters, including without limitation, basic contract review and drafting, proofreading and editing, document organization, filing, and management, and communicating with internal business partners on follow-ups, reminders, and tracking requests, as needed;
- Handle information requests to and from internal and external business partners, including without limitation research of legal-related matters, historical information from company records and related matters;
- Coordinate with external counsel on matters related to M&A activity, compliance and other matters; and
- Undertake other ad hoc projects under supervision of internal or external counsel.

Qualifications:

- Bachelor's degree (required) and paralegal certificate (preferred);
- Minimum 5 years corporate legal experience;
- Insurance industry experience a plus;
- Experience supporting and closing M&A transactions is preferred;
- Driven and self-motivated with strong desire to take responsibility and for continued learning;
- Extremely organized with a strong sense of priority, urgency and commitment to deadlines;
- Excellent writing and proofreading skills, with strong attention to detail;
- Professional and mature approach to work environment;
- Ability to work independently while functioning well in a team environment;
- Ability to understand general business operations, issues and dynamics beyond the scope of basic legal issues;
- Superior communication skills, including in interaction with Board and C-Suite as well as with business partners;
- Knowledge of and experience with profits interest awards is a plus;
- Strong computer skills, including Microsoft Office products.
- Ability to work efficiently and meet deadlines, including the ability to effectively prioritize among multiple projects for different areas; and
- Exceptional interpersonal skills, a commitment to professionalism, integrity and collegiality, and the ability to work on a wide range of legal matters.

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