

Corporate Paralegal – Job Description

Location: The Woodlands, Texas 77380

Position Description:

Seeking a Corporate Paralegal/Legal Assistant to support the General Counsel. This position will have primary responsibility for maintaining the corporate governance structures of various companies and subsidiaries of the organization and will provide general legal support.

Responsibilities:

- Prepare corporate documents and qualifications to allow the organization to work in multiple jurisdictions in full compliance
- Entity management including annual filings, KYC for banks & vendors, maintenance of org chart
- Perform corporate subsidiary maintenance duties associated with maintaining regulatory registrations, qualifications, and reports
- Coordinate responses to and handle inquiries from stakeholders throughout all areas of the business
- Incorporate a strong understanding of business operations and processes key to the legal and regulatory issues impacting the company's areas of focus.
- Assist with organization and execution of documents relating to transactions and day-to-day operations
- Assist with acquisition due diligence coordination and reviews
- Assist with corporate transactional work and responsibilities (including paperwork from mergers and acquisitions, joint ventures, financing, and strategic investments)
- Track status of various matters such as litigation
- Keep minutes of company meetings

Education and/or Experience:

- At least five years of professional legal assistant/corporate paralegal (or equivalent) matters
- Familiarity with corporate governance: formation documentation, corporate resolutions/consents, general corporate housekeeping, data base entry, and knowledge of organizational structures is required.
- Bachelor's degree or the recognized equivalent in education and experience is required
- Experience in an in-house corporate legal department with comparable exposure is highly desired.
- Ability to multi-task in a fast-paced environment that encourages an entrepreneurial spirit and outside-the-box thinking is required; and
- Experience working with multiple stakeholders

Competencies:

- Must be organized, detail oriented, accurate, and efficient with excellent verbal and written communication skills and interpersonal effectiveness at all levels in the organization
- Must have the ability to actively listen
- Must have a high level of problem-solving capability
- Must have strong business ethics, including the ability to appropriately handle confidential information
- Must be a high-level user of Microsoft Office software (Outlook, Excel, Word, PowerPoint).
- Must possess strong ability to influence and effectively work with others to create a positive, team-oriented environment
- Must have the ability to contribute to a collaborative environment by consistently demonstrating teamwork, high motivation, positive behavior, and effort to achieve goals and objectives
- Must be highly agile with the ability to work independently (self-motivated and driven) and enjoy a high degree of interaction with team members
- Must maintain a sense of urgency and ability to work with and meet deadlines.
- Must possess the ability to multi-task, prioritize, work independently, and use discretion surrounding sensitive information
- Must possess strong time management skills
- Must be comfortable working without constant supervision and be willing to solve problems on own initiative

Equal Employment Opportunity (EEO) employer and welcomes qualified applicants from around the world, regardless of their ethnicity, gender, religion, nationality, age, disability, or other legally protected status.

Crystal Cornett, Legal Recruiter

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