

Corporate Paralegal - Job Description

Reporting To: Senior Counsel - Corporate

FLSA Status: Non-Exempt

Job Description:

Seeking an experienced corporate paralegal with strong research, communication, and multitasking skills. This is a full-time, non-exempt position with competitive benefits.

The corporate paralegal will work closely with the Company's Chief Legal Officer and Senior Counsel - Corporate in the areas of corporate governance, corporate administration, subsidiary management, board meeting preparation, and the Company's public company reporting cycles.

This position is integral to the legal strategic roadmap and will help drive continuous improvement at the highest levels of the Company and in the Legal Department.

Responsibilities:

- Assist with preparation of SEC, NYSE and other regulatory filings and documents (director and officer questionnaires, Section 16 reports, NYSE Affirmations and others).
- Assist with maintaining the corporate governance of the Company's subsidiaries.
- Coordinate and assist in preparation of materials for Board and Committee meetings.
- Prepare documents as required for annual stockholder meetings.
- Maintain section 16 filer codes.
- Work closely with Finance Department to collect and prepare information for Forms 3, 4 and 5.
- Collect and analyze documentation for proxy statement compensation disclosure (i.e., compensation, stock awards, director perquisites). Update and revise charts to be included in proxy statement.
- Review or prepare miscellaneous corporate organizational documents, such as resolutions and certificates.
- Assist in closings and reviewing documents for corporate transactions (including preparing officer's and secretary's certificates; obtaining good standing certificates, etc.).
- Organize and maintain precedent files.
- Perform notarizations.
- Ensure Company website contains correct information regarding directors, executive officers, board and committee members, committee charters, etc.
- Other general corporate, legal and compliance projects as assigned.

Requirements:

- Minimum five (5) years paralegal/administrative assistant experience in corporate, securities and finance practice areas at a law firm or in-house law department.
- Bachelor's degree required. Paralegal Certificate preferred.
- Detail oriented.
- Problem-solver.
- Independent thinker with positive team-player attitude.
- Proficient in Microsoft Word, PowerPoint and Excel, EDGAR, electronic data rooms and document management systems.

- Experience in preparation and filing of SEC Forms ID, applications for electronic filing codes, Forms 144 and Section 16 filings with the Securities and Exchange Commission.
- Knowledge of the Securities Act of 1933 and the Securities Exchange Act of 1934.
- Strong communication skills (verbal and written).
- Strong time-management and organizational skills.
- Significant experience with transactional support for entity formation, mergers, acquisitions and dispositions.
- Ability to work independently with little supervision.
- Excellent judgment, discretion and interpersonal skills.
- Notary (or willing to become a Notary).
- Ability to performs advanced securities and corporation on-line research.

Job Description:

Houston, Texas preferred.

All new employees hired in the United States are required to be fully vaccinated against COVID-19, subject to such exceptions as required by law. If hired, you will be required to submit proof of full vaccination or have an approved accommodation along with your executed offer of employment.

Crystal Cornett, Legal Recruiter

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