

## **Senior Corporate Paralegal - Job Description**

### **Location**

Houston, TX (Beltway 8/Btw 45 & 59)  
Hybrid Work Schedule (3-4 Days in-office; 1-2 Days Remote)

### **Overview**

We are looking for a senior and experienced Senior Paralegal to join our team! The successful candidate should be a self-starter and comfortable acting with minimal supervision in an unstructured and fast-paced environment. You will approach challenges with creative solutions and demand excellence. As a critical member of the PCS Legal & Compliance team, the Senior Paralegal will help the attorney(s) manage many of the day-to-day tasks required of a successful, effective, and efficient legal department.

### **Job Responsibilities**

- Draft corporate resolutions and generally managing the corporate secretarial needs of the company
- Manage external counsel invoicing
- Manage insurance renewal process, invoicing, liaise with insurance brokers
- Support filing needs and duties for a public company
- Develop and maintaining filing system
- Assist with negotiating and drafting various commercial customer and supplier agreements
- Word processing and filing
- Perform legal research as needed and assist with compliance and KYC needs
- Notify attorneys of pressing docket issues, prepare files, investigate, compile, and organize records, and prepare documents for legal counsel review
- Manage risk approvals for customer contracts and obtain/track proper approvals
- Help to develop proposals which may include compiling and submitting required tender documentation
- Manage certain tasks within the Compliance function
- Draft and revise agreements

### **Qualifications/Requirements**

- 3-7 years of experience supporting in-house corporate and/or M&A lawyers as a paralegal or similar
- Bachelor's degree from an accredited university or college
- Excellent organizational skills and attention to detail
- Ability to provide creative and compliant solutions while managing multiple priorities
- Ability to perform effectively in a non-hierarchical, team environment

### **Desired Characteristics**

- Solutions-driven
- ABA-approved Paralegal Certification a plus
- Experience with filing requirements of US publicly traded company a plus

Crystal Cornett, Legal Recruiter  
[ccornett@nnlegalsearch.com](mailto:ccornett@nnlegalsearch.com)  
832-696-9315