

Senior Corporate Paralegal - Job Description

LOCATION: Remote or Miami, Florida

Our brand accelerator is seeking a paralegal with at least 10 years of corporate transactional experience, ideally within a large corporate law firm or within a firm specializing in financial services. Corporate Paralegal will report directly to and be the right hand” to our General Counsel. This Position involves reviewing, drafting, and analyzing contracts, working with outside/inhouse counsel to prepare and file documents, managing intellectual property rights, and tracking deadlines, and communicating and organizing our broad investor network.

Under limited supervision, uses specialized knowledge and skills obtained through experience, specialized training, and certification to perform a variety of advanced corporate and regulatory support activities, including assisting with matters related to corporate governance, entity management. The Corporate Paralegal is part of our legal team performing these activities and serves as a technical advisor to the team and others within our company but will have the opportunity to grow within the role and possibly manage the legal support staff.

WHAT WE OFFER:

- Membership to Practicing Law Institute
- Opportunity to work fully remote
- Leadership team which values work-life balance
- Team lead who values candid feedback and reliability
- Company laptop
- Employment benefits (PTO, sick days, health, dental, vision, life, and AD&D insurance.)

RESPONSIBILITIES:

- Leads and performs various corporate governance/entity management activities
- Under supervision, conducts legal research and analysis with respect to all areas of corporate governance and legal compliance.
- Supports General Counsel with substantive matters relating to corporate governance.
- Develops and maintains policies and procedures relating to areas of responsibilities
- Develops and maintains library of preapproved documents, including consents and resolutions, contracts and clauses, templates and historical documents, and revises materials as needed.
- Maintains currency in paralegal practices and methodologies.
- Performs other duties and responsibilities as assigned.
- Preparing corporate and transactional documents.
- Proofreading and calendar management
- Corporate governance and entity management, preferably working with an organization with substantial number of legal entities.
- Communicating with investor, partners, authorities in connection with corporate governance/entity management responsibilities.

- Assisting legal counsel in connection with various corporate governance activities (e.g., mergers, dissolutions, formations).
- Maintaining information in an automated documentation/case management system.
- Operating standard office equipment and using required software applications.
- Organize, manage, and track multiple detailed tasks and assignments with frequently changing priorities and interruptions in a fast-paced work environment.
- Use independent judgment on a variety of corporate governance issues.
- Interpret and apply policies and identify and recommend changes as appropriate.
- Manage dissemination of highly confidential information discreetly
- Provide a high level of customer service, while guiding others through stressful situations

REQUIREMENTS:

- Able to assist with a variety of transactional needs, including contract review and management
- Prior in-house experience preferred
- Must communicate effectively, both orally and in writing, with all organizational levels.
- Work independently as well as collaboratively within a team environment.
- Associate degree and a minimum of (10) years' experience in a corporate / transactional law firm or in-house counsel law department OR any equivalent combination of experience, education, and/or training approved by Human Resources.

LICENSES/CERTIFICATIONS:

- Paralegal /Legal Assistant Certificate from an ABA accredited institution.
- Contribute to the continuous evolution of legal department

COMPENSATION AND SCHEDULE:

- Working hours will be 9-6 Monday through Friday although working hours may vary in accordance with the needs of the company
- Salary range: \$75k to \$120k depending on experience level.

Crystal Cornett, Legal Recruiter
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