

PARALEGAL

Looking for a Seasoned Paralegal with deep experience in M&A, IP, Corporate, Transactional and Contracts Law. Skilled in corporate formation, maintenance, divestiture, and expertise in due diligence. Seasoned collaborator and negotiator with internal business clients, outside legal counsel and third parties. Solid support in contract lifecycle management. Valuable team player, detail-oriented, creative problem solver, driver of best practices, efficient with time.

Duties/Responsibilities:

- Review and draft legal documents
- Researches and analyzes statutes, regulations, legal articles, judicial decisions, and other legal sources; provides written analysis to attorneys.
- Prepares, organizes, stores, and files
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Understanding of legal language and principles, research methods, and other related matters.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Ability to function well in a high-paced and at times stressful environment.
- Ability to maintain confidentiality, and to exercise discretion and good judgment.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Associate degree in Paralegal Studies or related field required; Bachelor's degree in Paralegal Studies or related field preferred.
- Paralegal certificate required.
- Some related experience preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.