



Corporate Paralegal

Kaufman & Canoles is seeking a qualified Corporate Paralegal to serve in our Norfolk office.

RESPONSIBILITIES:

1. Assist attorneys with deal closings, including M&A, real estate, and public and private securities offerings.
2. Corporate record maintenance for wide array of different entities and clients.
3. Assist in the drafting and submission of SEC filings and NYSE notifications.
4. Maintaining minute books, corporate records and stock ledgers.
5. Preparing and filing formation and dissolution documents for corporate entities, as well as stock certificates and capitalization tables.
6. Producing documents related to the development and implementation of corporate policies and templates.
7. E-file documents as requested.
8. Maintains detailed and accurate daily billable hour records. Goal requirements are to collect two-and-one-half times annual compensation in client fees.

QUALIFICATIONS:

1. 5 or more years' of legal experience in M&A, Securities, Real Estate and Patent law required.
2. College degree in a related field or Paralegal Certificate required.
3. Proficient in Microsoft Office.
4. Exceptional verbal and written communication skills.
5. Strong organizational skills and meticulous attention to detail.
6. Ability to exercise a high degree of confidentiality and discretion when promptly and accurately responding to miscellaneous inquiries.
7. Must be able to perform job duties independently.
8. Must be able to manage multiple projects simultaneously and meet deadlines.
9. Ability to perform legal research using reference materials generally available within a law library and/or electronic resource tools.
10. Ability to manage multiple tasks and organize and prioritize workload.
11. Grammar and writing skills generally acquired through college-level study.
12. Ability to establish and maintain effective working relationships with others.
13. Exceptional oral and written communication skills.

BENEFITS:

We offer competitive compensation and a comprehensive benefit package. Benefits include medical, dental, life insurance, 401(k)/profit sharing, paid time off, and long term and short term disability.

Kaufman & Canoles is committed to equal employment opportunity (EEO) in all aspects of our employment and retention practices and decisions.