

Job Description:

Focal PLLC is looking for a corporate paralegal to join our corporate and transactional practice on a part-time basis. The position is 20-25 hours per week at our SoDo office with the opportunity for some remote work. Initially, while getting up to speed, we would like the candidate to work from the office. Corporate governance and transactional experience are required; some trademark experience is a big plus. Duties will include:

- Working with lawyers to prepare and file documents required to form, maintain, and/or dissolve companies, such as corporations and limited liability companies.
- Collecting and organizing client and corporate information, tracking filing and renewal deadlines, and corresponding with third parties.
- Assisting lawyers prepare documentation for a variety of corporate transactions, from mergers and acquisitions to debt and equity financings. This may include preparing or drafting due diligence request lists, document data rooms, form agreements, and closing binders.
- Assisting lawyers prepare corporate governance documents, such as board minutes, board and/or shareholder resolutions, and equity grants.
- Creating and maintaining corporate records, such as minute books, cap tables, stock certificates, and stock option ledgers.
- Conducting legal research and analysis from time-to-time as needed, under the supervision and direction of lawyers.
- Developing systems and processes to streamline contract or transaction origination and completion.

We are looking for an organized, detail-oriented and proactive candidate with the ability to work efficiently and independently. The position requires excellent writing skills and computer skills including Microsoft Word and Excel, Adobe and DocuSign; experience with the USPTO system and industry software and applications is a plus. The preferred candidate will have 2-3 years of experience, a paralegal certificate and/or bachelors degree, or a combination of experience and education that allows the candidate to meet the needs of the firm.

Focal maintains a family friendly atmosphere. We value diversity and make an effort to look for diverse candidates. Please submit a resume and cover letter to careers@focallaw.com.