

Corporate Paralegal / Corporate Legal Assistant - Job Description

Reports to: EVP, General Counsel & Company Secretary

Seeking a Corporate Paralegal or Corporate Legal Assistant having 5+ years of experience with a focus on corporate secretarial matters. This position will be based in Houston without relocation.

Responsibilities:

The successful applicant will:

- Assist with a wide array of corporate matters, maintain corporate books and records, and assist with company corporate secretary activities
- Provide support for day-to-day corporate secretarial matters for all entities including liaising with colleagues in various departments, personal assistants of board members and key officers, external corporate secretarial service providers, government agencies, banks and auditors
- Support various corporate governance matters, including helping to organize board and shareholder meetings; managing the production of materials for meetings, including drafting of agendas; creating, reviewing and formatting presentations; and coordinating outreach/liasing with internal and external directors, shareholders and stakeholders
- Assist in the draft preparation of board and committee meeting minutes, written resolutions, and corporate secretary certificates
- Work closely with outside counsel and cross-functional teams to meet and fulfill compliance, regulatory and corporate governance requirements inclusive of regulated licenses
- Respond to requests, including KYC requests for information and documents from our internal and external auditors, regulators, financial partners and other stakeholders
- Research and analyze corporate governance items (such as policies and procedures) and track industry precedent and emerging trends
- Be responsible for internal filing and maintenance of agreements and matter management for the legal department
- Assist the GC with matter management and other tasks as needed by the GC
- Prepare quarterly reports based on information provided by outside counsel regarding paid and unpaid invoices and tracking of budget and accounts
- Prepare expense reports, arrange travel, monitor travel and handle other administrative needs
- Identify areas to improve our existing processes with technology and generally improve leverage across the team
- Assist with special projects as needed

Requirements:

Education / Qualifications

- Bachelor degree or equivalent with 5+ years' experience, or
- Minimum 10 years of experience as corporate paralegal and paralegal certification

Country Requirements / Language

- Eligible to work in the United States
- Fluent business and legal English (oral and written)

Experience / Work Skills

- Demonstrated knowledge and work experience related to corporate secretary duties and functions
- Superior computer and presentation skills, including the use of Word, Excel, PowerPoint
- Experience with iManage and SharePoint to provide information-management support
- Strong communication and analytical skills with the ability to articulate issues clearly and concisely
- Creative problem-solver who can help the legal team timely meet its goals and demands
- Proven document creation and modification skills (e.g., creating redline drafts, converting PDF docs to Word, etc.)

Personal skills

- Ability to manage multiple competing priorities in a fast-paced environment with a “roll up your sleeves” attitude
- Team-oriented mentality
- Excellent interpersonal and communication skills and demonstrated ability to suggest practical advice/creative solutions in collaboration with other staffers, lawyers and members of other business lines
- Must deliver high quality work on tight deadlines
- Demonstrated ability to work independently, to take initiative and to be a proactive problem solver

Interested Qualified Candidates Can Send Resume To:

Crystal M. Cornett, Legal Recruiter

Telephone/Text: 832-696-9315

Email: ccornett@nnlegalsearch.com