



CORPORATE PARALEGAL – ORANGE COUNTY

N2N Legal specializes in legal, compliance and regulatory services to assist clients ranging from Fortune 1000 to small and mid-sized companies. We seek an accomplished corporate paralegal to assist with corporate governance, entity creation and maintenance, preparing for Board meetings and M&A transactions.

CORPORATE PARALEGAL DUTIES:

- Strong corporate governance experience with entity creation and maintenance of various entity structures (LLC, S-Corp, C-Corp, LPs, etc.)
- Prepare minutes and maintain minute books for multiple entities
- Coordinate and support Board of Directors and Board committee meetings, including preparation and distribution of board materials and maintaining related corporate records
- Draft and administer board and investor resolutions and consents
- Maintain corporate files
- Completing annual and other state filings, familiarity with secretary of state processes
- Contract administration, including redlining, managing contract process, filing and tracking key terms
- Assist in due diligence in connection with M&A or financing transactions, including review contracts for assignment, change in control, and other pertinent provisions; prepare schedules
- Assist with closings, including preparing initial draft of closing checklist, tracking down signature pages, completing documentation, preparing closing binders and provide general support

REQUIRED SKILLS & EXPERIENCE:

- 5+ years' experience as a corporate paralegal
- Bachelor's degree a plus
- Certified Paralegal a plus
- Ability to multi-task in fast-paced/continuously changing environments
- Excellent interpersonal skills, oral and written communication skills, and professional presence
- Exceptional organizational skills, attention to detail, and proven ability to prioritize
- Positive attitude and proven success building strong relationships with clients and candidates a must
- Flexible about administrative responsibilities and ability to be "hands-on"

COMPENSATION & BENEFITS

We offer a competitive package which will be discussed during the interview process.

CONTACT

If interested, kindly submit resume and qualifications to: Info@N2NLegal.com. Visit our website at: N2NLegal.com.