

CHOATE

Job Title:	Transactional Paralegal/Legal Assistant
Department:	Business – F&R
FLSA Classification:	Non-Exempt

Job Summary:

This role will be responsible for providing a broad range of administrative and transactional support to the Firm’s Finance and Restructuring team, including document drafting, secretarial support, calendar management, UCC filings, maintenance of transaction materials, closing process, and research projects. Duties for this position include, but are not limited to:

Job Functions:

- Provides highly technical document production including but not limited to typing, drafting, and editing documents, redlining, conversion of documents from PDF to word, working on basic to highly complex Excel spreadsheets, creating or editing complex Power Point presentations, scanning, and making copies.
- Understands and utilizes legal terminology, basic legal procedure, and law firm document protocol to draft legal documents including contracts and agreements. Prepares correspondence, memos, complex spreadsheets, and client presentations. Organizes and maintains all files and client documentation in accordance with attorney preferences.
- Prepares and files UCC financing statements, amendments, continuations, and terminations.
- Conducts, analyzes, and summarizes lien searches, including UCC, tax, and litigation results. Performs other due diligence including review of IP searches.
- Supports transaction closings, including preparing closing documents, organizing materials and correspondence, and preparing and distributing the closing and post-closing binders.
- Provides general secretarial support to assigned attorney(s), which may include liaising with marketing/client accounting departments, answering phones, scheduling appointments, expense processing, and opening and distributing mail. Deals with sensitive, confidential information and ensures that day to day support for team runs smoothly and effectively.
- Maintains attorney(s) calendar and contact lists as requested. Arranges all aspects of both internal and external client meetings and conferences. Stays apprised of calendars and actively communicates changes or reminders as needed. Assumes expertise of Firm calendar management software.
- Submits attorney time via the 3E billing system. Reviews, revises, and disseminates monthly client billing statements; serves as liaison between billing department and direct report attorneys re: all billing matters.
- Performs other duties and responsibilities as assigned.

Essential Competencies:

- Works proactively with others to support efforts within the department.
- Organizes and prioritizes assignments and contributes to the department’s ability to meet or exceed goals and standards.
- Maintains current knowledge of trends and developments affecting the area of specialization.
- Uses innovative thinking and exercises sound judgment to achieve results.
- Utilizes strong communication skills, both written and verbal, to ensure instructions are clearly understood and that work is completed as requested. Maintains a courteous and service driven demeanor at all times.
- Ensures a high level of service when interacting with clients and other related internal and external contacts. Maintains discretion and sound judgment. Assumes a helpful, proactive, and professional manner at all times when dealing with both internal and external clients.

Qualifications:

- Bachelor's degree required. A paralegal certificate a plus.
- Minimum of 2 years corporate paralegal and/or legal assistant experience, with a focus on Finance and Restructuring transactions.
- Excellent computer skills, including proficiency in Microsoft Outlook, Word, Excel, and PowerPoint. Familiarity with time and billing software. Experience with UCC search products a plus.
- Ability to build rapport with attorneys and business professionals, including listening carefully to requests and asking questions when necessary.
- Demonstrated ability to balance client service while delivering high results and productivity.
- Effective oral and writing communication skills with strong knowledge of grammar, spelling, punctuation, and legal terminology.
- Demonstrated flexibility and the ability to handle complex, multiple tasks for several individuals with different work styles. Openness to change pace quickly while maintaining organization and attention to detail.
- Reliable team player with a positive attitude and willingness to take on additional responsibilities as needed.

How to Apply:

Please complete an application through the following link: [Choate, Hall & Stewart LLP - Epicor HCM](#)