

Senior Corporate Paralegal

Paralegal Department

Summary: Senior Corporate Paralegal to assist associates and partners in all aspects of transactional practice support and general corporate housekeeping.

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Qualifications:

- Minimum 5 years of experience at an AMLAW 100/200 law firm or a Fortune 1000 corporate legal department with extensive experience in general corporate transactional support.
- Familiarity with all of the following and with extensive experience in at least one area: corporate financing transactions, M&A, private equity, and new venture formation.
- Excellent communication and interpersonal skills required to interact with attorneys, staff and clients, often on a daily basis.
- Strong organizational skills and attention to detail.
- Strong skills with Microsoft Office.
- Ability to work independently with minimal supervision and be a part of a team under tight deadlines.
- Four-year degree from an accredited college or university is required. A graduate degree such as a JD is a plus, but is not required.

Duties and Responsibilities:

- Prepare and/or revise drafts of legal documents for lawyer review, including, but not limited to
 - documents related to the formation and dissolution of various corporate entities;
 - ancillary documents related to corporate financing, and M&A transactions;
 - foreign qualifications; and
 - UCC financing statements.
- Assist with certain SEC filings including Form D filings, confidential treatment requests, and Registration Statements.
- Compile, analyze, and summarize information for lawyer review as it relates to transactions.
- Perform corporate and securities law research using Westlaw, LexisNexis, and similar online research services.
- Coordinate transaction tasks/projects with lawyers, clients, advisors, and other parties, in person, via telephone, and by written correspondence.
- Coordinate closings and attend to post-closing tasks/projects; file and track transaction documents with federal, state, and local authorities as required.
- Communicate regularly with lawyers regarding status of tasks/projects, and issues relating to matter staffing and assignments.
- Maintain timely attendance in the office, and, as needed, work outside of normal business hours to accommodate transaction schedules.
- Assist with other projects as assigned by Paralegal Supervisor or other Firm management.

Status: Non-Exempt
Reports To: Paralegal Supervisor
Salary Range (CA): \$87,500 - \$170,000 (Dependent on experience)
Workplace Type: Hybrid

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