

Senior Corporate Paralegal

Paralegal Department

Summary: The Senior Corporate Paralegal will assist in all aspects of corporate transactions including venture formations, foreign qualifications, reinstatements, acquisitions, mergers, withdrawals, dissolutions, and stock issuance transactions. Provide lawyers and clients with all necessary assistance in furtherance of corporate transactional matters.

[Click Here to Apply](#)

Qualifications:

- At least 5 years' of transactional paralegal experience at an AMLAW 100 or 200 law firm, or similar experience in a large in-house corporate legal department.
- Excellent communication and interpersonal skills required to interact with lawyers, staff, and clients on a daily basis.
- Excellent analytical, organizational, trouble-shooting, and planning skills.
- Strong skills in Microsoft Office.
- Strong research skills and proficiency with common research tools, including Westlaw, LexisNexis, SEC/EDGAR, and other modern financial services and legal research tools and services.
- Ability to work independently with minimal supervision as well as be a part of a team as matters require.
- Ability to handle sensitive matters and maintain confidentiality.
- Ability to handle multiple projects, shifting priorities, and meet deadlines.
- Availability and willingness to work overtime, and light travel as needed.

Duties and Responsibilities:

- Prepare and/or revise drafts of transactional documents and other corporate practice documents for lawyers review.
- Provide pre-closing, closing, and post-closing assistance, including: prepare closing sets, closing memorandum and closing documents; order certified charters, good standing certificates, tax status certificates; coordinate filings, and stock and wire transfers.
- Assist with certain SEC filings including Form D filings, Confidential Treatment requests, Registration Statements, and the like.
- Proofread agreements including for sense, grammar, consistency, accuracy of cross-references, definitions, formatting, calculations, and typos.
- Draft and organize Statements of Work, and other common technical, business and operations exhibits and similar transactional document addenda.
- Assist lawyers with IP searches, including domain registration and related title searches for copyrights, patents, and trademarks, as well as litigation searches and coordinate IP diligence in support of transactions.
- Compile, analyze, and summarize information for lawyer review.
- Perform corporate, securities, IP, and related legal and business research using Westlaw, Lexis/Nexis, and other similar services.
- Draft correspondence, coordinate meetings, and conferences between Firm lawyer, clients, and other parties to transactions.
- Assist with other projects and duties as assigned by Firm management.

Status: Non-Exempt

Reports To: Paralegal Supervisor

Qualifications (continued):

- A Four-year degree from an accredited college or university is required. A graduate degree is a plus, but is not required.

Covington & Burling LLP is an equal opportunity employer and does not discriminate in any aspect of employment, including hiring, salary, promotion, discipline, termination, and benefits, on the basis of race, color, ethnicity, religion, national origin, gender, gender identity or expression, age, marital status, sexual orientation, family responsibility, disability (including physical handicap), or any other improper criterion.