



## **PARALEGAL – BANGOR or PORTLAND**

We are seeking a Paralegal to be based out of either our Bangor or Portland location. The Paralegal will provide paralegal services in a variety of real estate and corporate matters. The Paralegal will be an integral part of a team delivering legal services to clients of the Firm. Specific duties and responsibilities are as follows:

Real Estate – performing all aspects of real estate closings (other than title certifications) including, but not limited to:

- Scheduling and tracking of real estate closing activity
- Preparing documents used in real estate transactions, including loan documents, corporate resolutions, discharges, purchase and sale agreements, deeds, leases, closing statements, etc.
- Reviewing of due diligence documentation and closing binders
- Performing title updates (online) and basic title research
- Facilitating production of title insurance binders, commitments, endorsements and policies when required
- Organizing and documenting project information and coordinating the efforts of others involved in a project, i.e. lender, surveyor, brokers, and attorneys
- Gathering information from clients and service providers necessary to complete the accurate documentation and closing of a project in a timely fashion
- Facilitating closings, preparing the agenda, overseeing documents and proper execution, resolution of problems that may arise, and acting as notary when required, printing checks for closing and making bank deposits and/or wire transfers
- Reviewing pre-bills and preparing manual bills for closing
- Coordinating post-closing matters such as recording of documents, following up on mortgage discharges, and issuing of title insurance policies
- Handling a variety of situations with flexibility, poise, and professionalism

### Corporate Duties:

- Assisting in all aspects of corporate formations, including drafting of articles of incorporation, organizational meeting actions, bylaws and shareholder agreements
- Assisting in all aspects of limited liability company formations, including drafting of certificates of formation, limited liability company agreements, and statements of authority
- Assisting in all phases of corporate transactional matters, including drafting of closing agendas, legal opinions, officer certificates, bills of sales, assignments, employment agreements, non-compete agreements, side letter agreements, promissory notes, routine authorizing resolutions, guarantees, security agreements, settlement statements, UCC-1 financing statements, and paper and electronic closing binders
- Reviewing, organizing and disseminating due diligence materials
- Updating and maintaining client company record books and stock and membership ledgers
- Assisting in all phases of private equity offerings
- Assembling and submitting Form ID Applications for EDGAR Access
- Preparing SS-4 Applications and IRS Forms 2553 and 8869



- Conducting and summarizing results of UCC-11 lien searches
- Researching and analyzing blue sky laws and Maine and foreign state laws governing corporations and limited liability companies; preparing and filing Form D and blue sky notice filings
- Processing and preparing audit responses for review on behalf of firm clients
- Managing the process of creating, preparing and filing annual reports for corporate clients
- Acting as communication link between firm clients and attorneys
- Utilizing hardware and software necessary to produce high-quality documents and to schedule and organize projects; calendaring; tracking deadlines and coordinating notices
- Preparing and filing of instruments to form corporations and LLC's, including, but not limited to, corporate by-laws and articles of incorporation
- Preparing and filing annual reports, as well as annual meeting minutes
- Preparing other corporate and LLC instruments as needed
- Maintaining corporate record books
- Performing basic legal research as assigned
- Organizing and documenting project information and coordinating the efforts of others involved with the project

A high-school diploma or equivalent is required, and an advanced degree or formal education or training in legal or related work is a plus. The ideal candidate will have at least three years of paralegal or related experience, preferably in real estate and/or corporate area; a high degree of accuracy and thoroughness in work product; excellent written, oral communication, proofreading and interpersonal skills; strong English language skills; skilled in the use of modern office equipment and computer technology; ability to maintain confidentiality; ability to be productive in a fast-paced environment, work under pressure, meet deadlines, and perform multiple tasks simultaneously and efficiently; possess a temperament conducive to collaborative team work and have the ability to work well with employees at all levels; proficiency with Microsoft Office suite; experience with pdfDocs is a plus; and the ability to follow instructions and ask questions when instructions are unclear.

Competitive compensation and benefit package offered. Flexible Benefits Plan includes employee group health, life and LTD insurance, medical and dependent care reimbursement plans, health savings account, as well as long-term care insurance. In addition, the firm provides a generous 401k plan and leave policy.

Please submit résumé and professional references in confidence by February 23, 2018, to:

Human Resources, Eaton Peabody  
PO Box 1210, Bangor, Maine 04402-1210  
or  
tbrown@eatonpeabody.com

No phone calls or walk-ins please - Equal Opportunity Employer