

Paralegal - Business Practice Group (Corporate) Bangor, Maine

Responsible to the Business Practice Group attorneys, this position will provide Paralegal services in a variety of corporate matters. The Paralegal will be an integral part of a team delivering legal services to clients of the Firm.

Specific duties and responsibilities

- Assist in all aspects of corporate formations, including drafting of articles of incorporation, organizational meeting actions, bylaws and shareholder agreements
- Assist in all aspects of limited liability company formations, including drafting of certificates of formation, limited liability company agreements and statements of authority
- Assist 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
- Review, organize and disseminate due diligence materials
- Update and maintain client company record books and stock and membership ledgers
- Assist in all phases of private equity offerings
- Assemble and submit Form ID Applications for EDGAR Access
- Prepare SS-4 Applications and IRS Forms 2553 and 8869
- Conduct and summarize results of UCC-11 lien searches
- Research and analyze blue sky laws and Maine and foreign state laws governing corporations and limited liability companies; prepare and file Form D and blue sky notice filings
- Manage the process of creating, preparing and filing annual reports for entity clients
- Act as communication link between firm clients and attorneys
- Utilize hardware and software necessary to produce high-quality documents and to schedule and organize projects; calendaring; track deadlines and coordinate notices
- Prepare other corporate and LLC instruments as needed
- Basic legal research as assigned
- Organize and document project information; may coordinate the efforts of others involved in a matter
- Other duties and projects as assigned.

This is a professional position; the individual must possess knowledge of legal terminology. The individual must also be able to work with limited supervision and to refer unusual or important matters for direction.

Qualifications, Skills, Abilities

The Paralegal should possess the following:

- Bachelor's degree or equivalent experience is desired
- At least three years of paralegal or related experience is required; prior experience in specified practice group setting is strongly preferred
- High degree of accuracy and thoroughness in work product
- Good written, oral communication, proofreading and interpersonal skills
- Strong English language skills
- Demonstrated skill in the use of modern office equipment and computer technology
- Demonstrated ability to handle work efficiently and confidentially
- Ability to be productive in a fast-paced environment and to work under pressure
- Timeliness and ability to meet deadlines
- Temperament conducive to collaborative team work and work with employees at all levels
- Proficiency with Microsoft Office suite; experience with pdfDocs is a plus
- Ability to follow instructions and to ask questions when instructions are unclear

Please submit résumé and professional references in confidence to:

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

No phone calls or walk-ins please
Equal Opportunity Employer