



POSITION DESCRIPTION
CORPORATE/BUSINESS LAW PARALEGAL

POSITION DESCRIPTION SUMMARY

Responsible to the Business Law Practice Group leader, the Paralegal will provide paralegal services in a variety of corporate and commercial matters. The Paralegal will be an integral part of a team delivering legal services to clients of the Firm. This position is based in Bangor and will require some travel to Ellsworth, and the firm's other Maine office locations as necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES

- Assist in all aspects of corporate and limited liability company formations
- Assist in all phases of business transactional matters, including drafting of closing agendas, legal opinions, officer certificates, bills of sales, assignments, employment agreements, confidentiality agreements, non-compete agreements, , promissory notes, authorizing resolutions, guarantees, security agreements, settlement statements, UCC-1 financing statements, and paper and electronic closing binders
- Review, organize and summarize due diligence materials
- Review commercial loan and other financing documents
- Routinely update and maintain client company record books and stock and membership ledgers
- Provide assistance with private equity offerings
- Prepare SS-4 Applications and IRS Forms 2553 and 8869
- Conduct and summarize results of UCC-11 lien searches
- 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
- Maintaining corporate and other entity record books
- Basic legal research as assigned
- 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:

- High school diploma or equivalent is required; degree or formal education in legal, paralegal, or related field is preferred

- 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
- Strong written, oral communication, proofreading and interpersonal 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, Worldox and Aderant is a plus;
- Ability to follow instructions and to ask questions when instructions are unclear.

To Apply for this position please send cover letter & resume to:

Julie Bennett
Director of HR
Eaton Peabody
P.O. Box 1210
Bangor, ME 04402-1210
Email: jbennett@eatonpeabody.com

Position will be posted until a candidate is hired