

CORPORATE AND REGULATORY PARALEGAL – REF 5780

The Corporate and Regulatory Paralegal performs and manages corporate and regulatory tasks for the company and its affiliates.

This position assists internal Counsel and works with all levels of the firm's staff and management to accomplish a variety of legal and business tasks.

DUTIES:

- Oversight and maintenance of vendor contract database.
- Tracking department projects, providing project updates and responding to related inquiries.
- Creating agendas and task lists and preparing materials relating to board and shareholder meetings.
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- Coordinating and managing projects involving multiple departments, including preparing task lists and following up with responsible individuals and third parties.
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- Evaluating and developing processes to successfully meet changing business needs and regulatory requirements.
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- Preparing investment management agreements, confidentiality agreements and other contracts.
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- Gathering information required for regulatory filings relating to the Funds and make required filings.
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- Preparing and maintaining standard corporate documents such as officer appointments, incumbency certificates, corporate resolutions, powers of attorney, and corporate minutes.
- Amending by-laws, certificates of incorporation and charter documents as appropriate.
- Responding to inquiries regarding organizational and other corporate documents.
- Coordinating the contract review process for vendor and other agreements.
- Creating and updating templates for legal contracts and other legal documents.
- Maintaining the department's document management system.
- Assisting employees with Visa requirements and immigration matters.
- Proofreading.
- Performing administrative tasks relating to the above responsibilities.
- Conducting basic research.

QUALIFICATIONS:

- Min 5 years of experience as a Corporate Paralegal or Corporate Secretary handling similar responsibilities in-house or with a law firm.
- Familiar with corporate law and practice as well as commonly used office systems and programs, such as Microsoft Office, Excel, and relevant regulatory and industry websites.

Experience in a Financial Services firm is helpful as is qualification as a Notary Public.

SEND RESUME AS AN MS WORD ATTACHMENT TO diane@dmstone.com