**Transactional Paralegal Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Transactional Paralegal to work on matters that involve negotiation of deals between parties (such as mergers between companies, financing agreements, and sales of divisions of companies).

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Prepare documents and assist in transactions that involve individuals or businesses.
* Draft contracts used in in-state and out-of-state deals
* Prepares the documents and submits them to the necessary state office or government agency on behalf of clients
* Perform or help a client perform due diligence in the preparation of an offer in the deal.
* Helping lawyers perform closing services
* Prepare binders of materials for lawyers or clients and complete basic accounting and billing tasks in a small office
* Facilitate contractual workflow: manage the intake of contract requests, track contract negotiation and execution, and file completed contracts

### About you

* At least [insert number] years of experience in a law firm or in-house legal department with strong experience in commercial contracts
* Bachelor’s degree with excellent academic record and certificate of completion from a paralegal training program
* Excellent communication skills, both written and verbal; capable of responding to all requests in a timely and professional manner
* Excellent organizational skills and attention to detail; ability to manage multiple tasks simultaneously through effective prioritization
* Ability to handle highly sensitive information and maintain confidentiality at all times
* Ability to complete detailed research projects; strong knowledge of research resources and electronic research databases is a plus
* Proficient skills in the Microsoft product line including Word, Excel, and PowerPoint

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]