**Corporate 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 Corporate Paralegal to provide assistance under the direction of an attorney, with minimal supervision, and provide a range of legal support by conducting research and gathering the appropriate documentation.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Providing paralegal assistance to attorneys from all office locations in business and real estate practice groups
* Executing entity regulatory filings such as formations, amendments, mergers, and dissolutions
* Regularly communicating with clients, filing offices, and service providers
* Ordering and summarizing lien and title searches
* Organizing and compiling closing documents, exhibits, and schedules
* Scheduling and confirming meetings, calls, and closings
* Drafting, revising, proofing, and finalizing correspondence and other documents

### About you

* Excellent interpersonal, problem-solving, and communication skills
* Paralegal certificate required
* Well-organized, able to work independently in a fast-paced environment
* Minimum of [insert number] years paralegal experience
* Title agent license preferred
* Experience with [insert software requirement] software preferred
* Experience with Microsoft Office Suite

### 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]