

Company: RC Law

Our firm is actively seeking a proficient corporate paralegal to assist attorneys with various responsibilities related to corporate transactions and compliance. The ideal candidate should possess a solid grasp of corporate law and procedures, exceptional organizational prowess, and the capability to prioritize multiple tasks effectively.

Responsibilities:

- Assist attorneys in preparing and drafting corporate documents, such as written consents and resolutions, incorporation documents and basic memoranda.
- Maintain and organize corporate records, minute books, and stock records.
- Assist in due diligence efforts and document management during corporate transactions.
- Coordinate and communicate with internal and external stakeholders, including clients, regulators, and third-party entities.
- Help ensure compliance with corporate governance policies and procedures.
- Prepare and file corporate documents, such as annual reports, with relevant government agencies.
- Support general legal department administration and perform other duties as assigned.

Requirements:

- Bachelor's degree and/or paralegal certificate from an accredited institution.
- Strong knowledge of corporate law principles and procedures.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Attention to detail and strong organizational skills.
- Fully bilingual in Spanish and English.

Job Types: Part-time.

Schedule:

- 4-hour shift
- Monday to Friday
- Work location: in person