

Corporate Paralegal

Job Summary:

- To assist the corporate and nonprofit practice groups in the formation of entities and in all stages of corporate transactions and corporate maintenance, including the preparation of documents necessary to comply with federal and state law in the conduct of business and nonprofit activities.

Qualifications:

A successful candidate will possess the following skills:

- Qualified candidates must have a Bachelor's degree and/or paralegal certificate and at least 3-5 years of law firm experience.
- Candidates should have experience with forming entities and maintaining entity registrations, preparing SEC, UCC and state "Blue Sky" filings, and obtaining tax identification numbers, and must be proficient in Corporate Focus and MS Office Suite.
- Candidates should be self-starters with the ability to work independently and to prioritize multiple work assignments.
- Excellent interpersonal, verbal, and written communication skills to successfully work with a diverse group of attorneys, staff, and outside contacts.

About Hemenway & Barnes LLP

Hemenway & Barnes LLP is a law firm specializing in the preservation and management of the personal, business, family, and financial assets of its clients. As one of the oldest firms in New England, the people at Hemenway & Barnes have earned a long-held reputation as premier trustees, advisors and attorneys.

To Apply:

Qualified candidates may send their resume, in confidence, to the address hr@hembar.com.