



JOB TITLE: Paralegal - Corporate

STATUS: Non-Exempt

Type: Full Time

The Paralegal has an intricate and valuable role within the law firm. The role of the Paralegal is to provide assistance under the direction of an attorney, with minimal supervision. The Paralegal provides a range of legal support by conducting research and gathering the appropriate documentation. The ideal candidate will have high level communication skills (written and verbal) with experience in corporate transactions, start-ups and corporate governance; document drafting preferred. This is an excellent opportunity for those who excel at managing multiple projects and tasks, proficient at using software, have an acute attention to detail and enjoys a professional environment.

Duties include but are not limited to:

- Preparing and drafting all manner of documents in connection with the formation and representation of early stage companies under the supervision of an attorney (charters, bylaws, qualification applications, written consents, stock agreements, stock option plans, stock option agreements, etc.)
- Assisting attorneys in equity and debt financings (closing checklists, signature page packets, ancillary documents, etc.) and preparing closing binders
- Maintaining corporate minute books/records, stock ledgers, stock option ledgers and capitalization charts
- Preparing and filing documents with the North Carolina and Delaware Secretaries of State and other states as needed
- Ordering certified formation documents, good standing certificates and UCC searches directly from states and from third party service providers
- Preparing written resolutions and minutes of Board of Directors and Shareholder meetings
- Applying for EDGAR access codes with the Securities and Exchange Commission
- Preparing and filing required Form D notices with the Securities and Exchange Commission and other state jurisdictions
- Researching federal and state securities laws
- Communicating with and responding to clients both orally and through written communications

Qualifications:

- 5+ years' experience as a Corporate Paralegal
- Experience with Section 16, Form D, and other SEC filings, including obtaining EDGAR codes, resetting EDGAR passwords, and preparing and electronically filing Form 3s, 4s, and 5s
- Experience with capitalization tables and equity awards, including documenting, tracking, and calculating stock option, restricted stock unit and other equity grants
- Experience with CARTA
- Proficient in Word and Excel

- Team player used to working on fast moving transactions and able to work independently and reach out
- Highly organized and detail-oriented
- Proactive and able to take ownership of work product

Education:

- Bachelor degree minimum or equivalent related work experience
- ABA approved Paralegal course of study or North Carolina State Paralegal Certification

Please send your resume to humanresources@smithlaw.com

Smith Anderson is an equal opportunity employer committed to creating and maintaining a diverse work force. It is the policy of this Firm to recruit, hire, train, develop, promote and compensate employees without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, genetic information, disability or covered veteran status.