

Transactional Paralegal

Helsell Fetterman seeks a transactional paralegal to support our transactional matters in the firm's business and real estate practice groups. Must have experience in all aspects of mergers and acquisitions transactions, including conducting due diligence, preparing legal documents, managing closing checklists, and coordinating with various parties involved in the deal, ensuring all legal requirements are met throughout the process, requiring a strong understanding of corporate law, securities regulations, and meticulous attention to detail. Will assist attorneys in managing all legal aspects of real estate transactions, including preparing contracts, conducting title searches, reviewing closing documents, coordinating with lenders and title companies, and ensuring all necessary paperwork is completed accurately and timely to facilitate smooth property sales and purchases.

Essential Duties:

- Document preparation: Drafting and assembling legal documents such as purchase and sale agreements, stock purchase agreements, disclosure schedules, and ancillary agreements; drafting and reviewing purchase agreements, escrow instructions, deeds, closing documents, title commitments, and other real estate related contacts
- Closing checklist management: Tracking the status of necessary documents, approvals, and filings to ensure a smooth closing process; preparing closing checklists, managing closing dates
- File Management: Maintaining detailed client files, including all legal documents, correspondence and transaction records
- Data room management: Organizing and managing due diligence materials within virtual data rooms
- Communication coordination: Interacting with clients, outside counsel, and other stakeholders to gather information and update on transaction progress
- Post-closing activities: Handling administrative tasks related to the completed transaction, including document filings and recordkeeping

Required Skills:

- Strong understand of corporate law, mergers and acquisitions principles and related documents
- Excellent analytical and research skills to review complex legal documents and identify potential issues or inconsistencies
- Exceptional organizational skills to manage multiple tasks and deadlines within a fast-paced environment
- Detail-oriented with a high level of accuracy

- Excellent written and verbal communication skills to interact with clients, attorneys, and other professionals

Health insurance Paid time off Dental insurance 401(k) Vision insurance Life insurance 401(k) matching Retirement plan Employee discount Flexible spending account Parental leave Employee assistance program

Salary: \$43.25 - \$53.00 per hour based on experience

Principals only.

Please submit a resume and cover letter to Mary Farmer, Human Resources Manager, at mfarmar@helsell.com.