

## Corporate Paralegal – Austin, Texas

### **Job Responsibilities, including but not limited to:**

This position is responsible for assisting an insurance regulatory attorney in providing legal services to clients by performing tasks of a routine nature under supervision by an attorney in corporate matters for insurance related entities.

### Principal Duties:

The principal duties of this position include the following:

- Supporting and assisting attorney
- Communicating with secretary of state offices and insurance departments
- Preparing and obtaining approval of secretary of state filings for various corporate transactions
- Drafting corporate documents related to formations, dissolutions, acquisitions and mergers
- Preparing closing checklists, documents and closing packages for corporate transactions
- Maintaining and filing corporate records, including resolutions, board of director changes, annual reports, etc.
- Organizing and maintaining corporate minute books
- Performing legal research
- Performing other duties as required

### **Qualifications**

- 5+ years of corporate experience
- Bachelor's Degree, Paralegal Certification, or high school education with equivalent experience
- Experience with secretary of state filings
- Excellent research skills
- Strong organizational skills and detail oriented
- Strong time management and prioritization skills
- Ability to work independently with limited required direction and guidance on simultaneous complex projects
- A basic knowledge of computers

### Preferred Qualifications:

- Prior successful experience working in a law firm
- Experience with insurance entities and insurance departments

To apply, visit [mitchellwilliamslaw.com/careers](https://mitchellwilliamslaw.com/careers). For more information, contact our Director of Human Resources Melissa Trelfa at 501-688-8838 or [mtrelfa@mwlaw.com](mailto:mtrelfa@mwlaw.com).