

# Corporate Paralegal

Robinson Bradshaw-Chapel Hill Area (On-site)



Robinson Bradshaw is a full-service corporate law firm committed to delivering a superior client experience at every level of the organization. Since our founding in 1960, we've grown to more than 165 attorneys across four offices in North and South Carolina, including our headquarters in Charlotte. Our 100+ professional staff members play an integral role in our firm's success, and we are interested in welcoming individuals to our team who value collaboration, hard work and integrity. Robinson Bradshaw offers an unparalleled opportunity to work alongside exceptional legal talent, a comprehensive compensation package that sets the bar in our industry, and the ability to grow as a professional. We're proud to say our team members enjoy working here and working with each other. Join us!

Robinson Bradshaw has an exciting opportunity to join our Chapel Hill office as a corporate paralegal. This person will have the opportunity to handle a variety of paralegal responsibilities in the areas of general corporate, M&A transactional, and fund formation. The ideal candidate will be self-motivated, positive, resourceful, and enjoy wearing multiple hats. If you enjoy working in a fast-paced and upbeat environment, and have experience as a corporate paralegal we would love to hear from you.

## ABOUT THIS ROLE

- Assists with the formation, maintenance and dissolution of corporations, limited liability companies, limited partnerships and other types of business entities.
- Assists in all phases of venture capital financings, mergers and acquisitions; coordinates all related pre- and post- closing documents.
- Assists with all aspects of stock issuance and stock plan administration, including preparation of stock option agreements, stock purchase agreements, stock transfer agreements and stock certificates.
- Serves as a liaison with ongoing clients regarding the maintenance of stock records and corporate records; provides assistance with additional corporate maintenance as necessary.
- Prepares and files articles, certificates, organizational documents, agreements, resolutions and applications for a variety of transactions related to incorporation/formation of corporations, partnerships, limited liability companies, debt and equity financings and mergers and acquisitions.

- Prepares and files various federal and state forms including applications for licenses to operate specific businesses (e.g., liquor, vehicles), annual reports and foreign qualifications.
- Facilitates ongoing corporate matters including preparing resolutions and minutes of directors' and shareholders' meetings, and other miscellaneous corporate documents
- Functions as transfer agent in maintaining the capitalization table and ledgers of companies, including through online equity management platforms such as Carta and Pulley.
- Drafts and submits filings under federal securities and state blue sky laws including Form D with the SEC and state specific filings. Also, researches and prepares blue sky memorandum.
- Administers liquidations, dissolutions and withdrawals, including preparing resolutions of liquidation or dissolution; preparing and filing articles of dissolution or other required state forms to effect dissolution; preparing and filing state and federal tax liquidation or dissolution or withdrawal forms; and preparing documents in connection with the distribution of corporate assets.
- May include participation in trademark filing and maintenance.

#### Merger and Acquisition transactions:

- Closing certificates
- Ancillary documents such as bills of sale, assignment and assumption agreements, articles of merger, opinion back-up certificates, etc.
- Assist with document distributions, including keeping up with distribution lists
- Handles filing mechanics including UCCs (secretaries of state, local filing offices), articles of merger, and real estate documents (deed, mortgages, etc.)
- Assists in closings including organization of documents, execution of documents, and completion of document checklist. Also prepares organization of closing room
- Assists with post-closing activities including following up on missing documents, preparation and distribution of closing binders, and organizing files
- Performs all other duties as assigned

#### Venture Capital financing transactions:

- Closing certificates
- Ancillary documents such as board and stockholder resolutions
- Assists in due diligence reviews
- Assists with document distributions, including keeping up with distribution lists
- Handles filing mechanics including certificate of incorporation (secretaries of state)

- Assists in closings including organization of documents, execution of documents, and completion of document checklists.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- A minimum of two years of corporate paralegal experience working in a corporate legal department or law firm/professional services environment is preferred.
- A certificate of completion of a paralegal program approved by the American Bar Association; A degree from a postsecondary institution with a minimum of 24 units in law-related courses accredited by a national or regional accrediting organization as required by State law; and completion of a four year college degree plus a minimum of one year of law-related experience under the supervision of a licensed attorney
- Knowledge/expertise in incorporation and/or formation of corporations, partnerships and limited liability companies, foreign qualification application filing and applicable resolutions, and mergers and acquisitions.
- Advanced proficiency in Microsoft Word, Excel, Outlook and Adobe.
- Strong written and verbal communication skills.
- Strong organizational skills and attention to detail.
- Ability to track and process expenses.
- Strong familiarity with online equity management platforms such as Carta and Pulley.
- Strong familiarity with DocuSign.
- Ability to work overtime and outside of the normal office operating hours.
- A highly professional demeanor and strong work ethic.
- Ability to work independently and as part of a team.
- Work occasionally requires a high level of mental effort and strain while organizing and maintaining multiple matters.
- Ability to travel to private and public buildings to assist attorneys in attending to client needs on legal matters.

#### **Equal Employment Opportunity**

Robinson Bradshaw recruits, hires and promotes for all positions without regard to race, color, religion, creed, national origin, citizenship status, disability, military status, veteran status, marital status, sexual orientation, gender identity, sex, genetic information or age. All terms and conditions of employment such as compensation, benefits, work assignment, availability of facilities and privileges of employment are administered on the same basis of equality.