



Exceptional Quality | Exquisite Designs | Outstanding Values

JOB DESCRIPTION

POSITION TITLE

Corporate Paralegal

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The Corporate Paralegal will be responsible for gathering, preparing and summarizing relevant materials for use by attorneys and other legal counsel. The Corporate Paralegal will lead strategic and tactical corporate legal initiatives maintain case files of new and existing complaints; performs legal research; indexes and tracks documents being sent to possible complainants. In addition, the Corporate Paralegal, will be responsible for reviewing and drafting agreements, facilitate business transactions, and assist with managing and ensuring compliance of the Company in general and other duties as assigned.

JOB RESPONSIBILITIES

- Prepare and review confidentiality agreements with attorney supervision
- Assist attorney(s) in preparation for hearings and trials
- Complete investigations and fact-finding for cases
- Identify relevant legal articles, laws and judicial decisions for cases
- Assists in preparing legal documents such as legal arguments, motions, contracts and agreements
- Review and maintain all agreements entered by the company.
- Assist and maintain all insurance policies of the company.
- Assist and maintain all corporate records.
- Provide administrative support for attorney(s)
- Participate in the definition and development of corporate policies, procedures and programs and provide continuing counsel and guidance on all legal matters
- Assist attorney(s) with transaction closings and maintenance of corporate records
- Conduct legal research and drafting as requested
- Successfully complete special projects and other assignments as requested

SKILLS OR EXPERIENCE

- Ability to interact with people at all levels of the corporate structure, prioritize and handle numerous competing demands in a high-volume, fast-paced working environment
- Proven ability to work effectively in independent settings
- Ability to communicate effectively with a variety of contacts including outside attorneys, senior management, and business associates
- Excellent at Multi-tasking
- Available to work overtime and be on call as required
- Anticipate support needs of attorneys across a variety of corporate legal matters
- Manage various legal department projects and initiatives
- Ability to work independently
- Identify and resolve or escalate issues in a timely manner
- Excellent verbal and written communication skills
- Strong computer skills, including proficiency with Word, Excel and Power Point

EDUCATION

Associate degree in paralegal studies or equivalent experience.

ABOUT LIQUIDATION CHANNEL

Liquidation Channel is a 24/7 TV shopping channel with more than 500+ employees. We are headquartered in Austin, TX, airing nationwide over 72 million homes via various satellite and cable networks, including live broadcast via www.liquidationchannel.com. We offer fine jewelry and fashion products, many which are produced in our own factories in Asia. LC is looking for creative, passionate and energetic professionals who thrive on constant change and excel in fast paced team environments. Join LC and be part of a rapidly growing family friendly and socially responsible Company. Liquidation Channel provides excellent benefits including but not limited to; paid medical/dental/vision/AD&D, profit sharing, employee stock options, 401k, and a Hope scholarship for kids.

SPECIAL INSTRUCTIONS TO APPLICANTS

Please note that if we decide to extend an offer to you Liquidation Channel conducts a thorough background check and requires a drug test.

DEPARTMENT

Legal

JOB CATEGORY

Professional

JOB TYPE

Full-Time

JOB CLOSE DATE

OPEN UNTIL FILLED

Liquidation Channel is an EEOC employer