

CORPORATE PARALEGAL

Bowditch & Dewey, ranked among the largest law firms in Massachusetts, has an opening in its Worcester office in the Business & Finance Practice. Qualified candidates should have at least five years in general corporate matters (domestic and foreign profit, nonprofit, professional incorporations, amendments, qualifications, mergers and dissolutions including MA-DOR and IRS filings, LCC organization and LLP registration, foreign qualifications, amendments and withdrawals), and transactions (asset sales, stock sales, mergers and acquisitions, financings, due diligence and schedule preparation, UCC filings, lien searches, status certificates, document drafting, draft authority opinions and votes).

Candidate must have 3 to 5 years of experience as a Corporate Paralegal and possess excellent organizational, communication and interpersonal skills. Bachelor's degree, paralegal certificate or comparable, related experience required. Competitive salary and benefits package.

Dedicated to Diversity: Bowditch & Dewey focuses on inclusive hiring of those candidates having excellent skills with a broad range of experiences, knowledge and perspectives. Diversity within the Firm promotes an open and mutually respectful workplace and the delivery of superior service to its clients.

Send resume and cover letter in confidence to:

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