

## Corporate Paralegal – Larkspur, CA

Willis Lease Finance Corporation (WLFC) is a preeminent aviation leasing and finance company, specializing in leasing worldwide spare commercial aircraft engines and other aircraft-related equipment to commercial airlines, aircraft engine manufacturers, and maintenance, repair, and overhaul facilities. WLFC is a NASDAQ-listed company.

We are looking to hire a Corporate Paralegal to join our office in California that is currently located in Novato and moving to Larkspur in September. This position requires someone who is able to exercise good judgment and significant initiative, can juggle multiple and diverse responsibilities across a number of different subject areas, and is comfortable interacting with senior executives and board members. You must be a team player, have excellent organizational and communication skills, a strong work ethic, and the ability to work under pressure. Attention to detail is a must.

### **You will:**

- Work closely with and report to the General Counsel on matters not limited to company transactional, corporate governance, company filings, board, board committee and stockholder meeting minutes and materials, budgets, invoices, management of outside counsel, and company needs across all business units
- Work on various public-company matters and SEC filings, including but not limited to WLFC's annual proxy statement
- Draft and maintain Board and Board Committee meeting materials, resolutions, minutes and consents
- Prepare incumbency, secretary and officers' certificates
- Calendar and track corporate regulatory filings for all Willis Lease entities; prepare and file annual filings
- Prepare, file and track UCC statements
- Prepare correspondence, communications, and basic legal documents
- Support other legal and cross-functional projects

### **You have:**

- 2-5 years of relevant experience as a Corporate Paralegal
- Top-notch organizational skills and attention to detail
- Self-motivated and can-do attitude
- Excellent interpersonal and communication skills and the ability to multitask
- Demonstrated ability to handle highly confidential information with appropriate level of discretion
- Ability to work both independently and collaboratively
- Willingness to tackle new subjects outside areas of expertise
- Tech savvy; proficiency in Microsoft Office and Adobe/Nuance Power PDF
- Adaptability in a constantly evolving environment; the ability to adjust and re-prioritize tasks is essential
- Bachelor's degree
- Paralegal certificate is preferred but not required

We offer a competitive salary and provide our employees with a total compensation and benefits package. We are proud to assist our employees in giving something back to the community through our Matching Gift Program.

Please visit our website at [https://www.willislease.com/compensation\\_benefits.aspx](https://www.willislease.com/compensation_benefits.aspx) for more details.

Interested candidates, please submit resumes to [joinus@willislease.com](mailto:joinus@willislease.com) for consideration.