



Job Title: Corporate Paralegal – Legal Administrator

Department: Legal

FLSA Status: Non-Exempt

Location: Larkspur, CA

Summary:

This individual must be able to take initiative, exercise good judgment, multitask and manage diverse responsibilities across several different subject areas, and is comfortable interacting with Senior Executives and Board Members. The individual 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.

Responsibilities:

- Work closely with and report to the General Counsel on matters not limited to company transactions, 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.

Requirements:

- Minimum of 2-5 years of relevant experience as a corporate paralegal and/or legal administrator
- 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 an 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, PowerPoint, etc., and Adobe/Nuance Power PDF
- Adaptability in a constantly evolving environment; the ability to adjust and re-prioritize tasks is essential
- Bachelor's degree
- A paralegal certificate is preferred but not required

Travel/Misc.:

- Although rare, it is possible, with international locations included

Apply:

Attach resume and send it to joinus@willislease.com. Please reference the job title.