



Paralegal

Job Summary:

EdgeCo Holdings is looking for an experienced and motivated Paralegal to join its collegial and collaborative legal team. You will play an integral role in supporting EdgeCo and its subsidiaries in achieving their business objectives and ensuring all legal and regulatory obligations are met. The Paralegal will assist and provide a range of legal support and administrative duties as directed by the General Counsel and Associate General Counsel.

EdgeCo is comprised of several affiliated companies focused on providing a broad array of sophisticated financial products, technology, and support services in the areas of full-service retirement plan administration, brokerage services, and trust & custody solutions. EdgeCo provides these services through numerous subsidiary entities including American Trust, Mid Atlantic Trust Company, NewEdge Capital Group and PensionPro Software.

Duties/Responsibilities:

- Assist in drafting and editing legal documents such as contracts, pleadings, transactional documents, and corporate board consents for review and use by the legal team
- Research and analyze law sources such as statutes, judicial decisions, legal articles, treaties, constitutions and legal codes to provide written analysis to attorneys
- Assist in responding to subpoenas and gathering associated documentation
- Experience working with database management software/project tracking tools
- Assist in maintaining corporate contracts and facilitating execution of new contracts
- Coordinate requests and communications among multiple parties, both internal and external
- Support corporate records retention and maintenance
- Assist with vendor due diligence requests by coordinating communications and preparing written responses
- Prepare responses to requests for information from various external sources
- Compile, proofread, fact-check and edit drafts of legal and compliance documents
- Administrative assistance, including email and letter preparation, filing, organization of office, scheduling meetings
- Ability to thrive in very fast paced legal department, handling many different projects at the same time
- Other similar or related duties which may not be specifically included within this position description, but which are consistent with the general level of the job and the responsibilities described

Required Skills/Abilities:

- Experience as a paralegal in a law firm or corporate environment
- Excellent verbal and written communication skills
- Proficient in document editing and document management software, including Microsoft Office Suite and Adobe.
- Excellent organizational skills and attention to detail
- Understanding of legal language and principles, research methods, court pleadings and processes, and other related matters
- Excellent troubleshooting skills and ability to resolve issues efficiently and effectively
- Excellent time management skills with a proven ability to meet deadlines
- A proven ability to manage multiple projects, both collaboratively and independently, while producing high-quality work within rigid deadlines
- Ability to maintain confidentiality, and to exercise discretion and good judgment
- A commitment to quality assurance



Education and Experience:

- Associate degree in Paralegal Studies or related field required; Bachelor's degree in Paralegal Studies or related field preferred.
- Paralegal certificate required.
- Some related experience preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

FLSA: Non-Exempt

Equal Opportunity Employer:

EdgeCo Holdings, along with its subsidiaries, is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, sexual orientation, national origin, age, disability, marital status, veteran status or any other status protected by applicable law.

Please submit your interest/application for the position via this link: [Paralegal](#)