

PARALEGAL, PART-TIME

Licenses/Certifications Required: Paralegal Certificate/Paralegal Associates Degree

Desired Skills/Duties: Paralegal (part-time), LION has an exciting opportunity for a part-time Paralegal to join our Legal Department at our headquarters in Dayton, Ohio. We are looking for a high energy, self motivated Paralegal who is ready to make a positive contribution to the team the moment they begin working with us. The Paralegal is responsible for providing research and administrative support to Corporate Counsel. Responsibilities include: Drafts, prepares, and processes legal documents and correspondence, Conducts both legal and non-legal research, identifies issues and communicates recommendations, Develops, assembles and maintains files, charts, logs and databases, Assists in reviewing vendor agreements and maintains all vendor files and contracts, Tracks and processes corporate business licenses, registrations, permit requirements, state qualifications and withdrawals, and filing of annual reports to ensure corporate compliance Assists in patent filing and administration Assists with commercial leases and real estate matters. The Ideal Candidate will possess: Must have a paralegal certificate or paralegal associates degree; Minimum of 3 years of applicable paralegal experience in a corporate legal department; Intermediate working knowledge of MS Office, specifically Word, Excel, PowerPoint and Outlook; Excellent verbal and written communication skills, with the ability to communicate clearly, diplomatically, and professionally at all times; Strong analytical and research skills with the ability to troubleshoot and resolve issues; Excellent attention to detail and organization skills. **To Apply:** If you are interested in an exciting new career opportunity with a global company, please apply by using the following link: <https://home.eease.adp.com/recruit/?id=1168321> LION is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, national origin, political affiliation, religion, gender, disability and/or sexual orientation.