



Title: Paralegal

Position Summary:

This position supports the in-house corporate legal department of Meketa Investment Group performing a wide variety of tasks of varying responsibility.

The position reports to the Chief Legal Officer.

Essential Responsibilities:

- Prepare documents required to form or qualify entities in any various jurisdictions
- Assist in the preparation of service, vendor, non-disclosure and other contracts and amendments
- Maintain entity minute books
- Prepare and distribute board and stockholder meeting minutes/resolutions
- Assist in the preparation for and closing of various transactions
- Assist with compliance filings
- Assist with completion of alternative investment documentation (e.g., subscription agreements, CRS/FATCA forms, consents, amendments and most-favored nation elections).
- Review and comment on non-disclosure agreements

Qualifications:

- Bachelor's degree required
- Self-starter
- Ability to effectively work with senior-level internal personnel, board members, outside counsel, clients and stakeholders
- Excellent written and oral communication skills
- Attention to detail
- Excellent organizational skills
- Able to multi-task and handle competing priorities
- Strong computer skills, including Word, Excel and PowerPoint
- Must have a minimum of 3 years of experience as a corporate paralegal, preferably in-house.