



Title: Legal Assistant – Corporate Transactional

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:

- Assist in the preparation for and the closing of various alternative investment transactions
- Assist with completion of alternative investment documentation (e.g., subscription agreements, deeds of adherence, know-your-customer/anti-money laundering requirements, CRS/FATCA forms, consents, amendments and most-favored nation elections).
- Review and comment on non-disclosure agreements
- Assist with compliance filings

Additional Responsibilities

- Assist in the preparation of service, vendor, non-disclosure and other contracts and amendments
- Maintain entity minute books
- Assist in the preparation and distribution of board and stockholder meeting minutes/resolutions
- Fulfill any and all other duties deemed necessary by management

Qualifications:

- Bachelor's degree required
- Must have a minimum of 3 years of experience working on corporate transactional matters, preferably in-house.
- 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