



**Title:** Private Markets Legal Assistant

**Position Summary:**

Meketa Investment Group provides investment consulting services to institutional clients with approximately \$100 billion in private markets and real estate assets. This position supports Meketa's Private Markets Legal Counsel in a variety of transactional, administrative and corporate functions, including assisting with preparation of private equity, debt and venture capital investment documents. In addition, this position will coordinate the closing process for private markets investments and perform a wide variety of other legal related tasks of varying responsibility.

The ideal candidate will be energetic and organized, an innovative and strategic problem solver, and have an interest in learning about private equity and venture capital investments. The position reports to the firm's Private Markets Legal Counsel.

**Location:** Portland, Oregon

**Essential Responsibilities:**

- Assist in the preparation of investment documents and manage the closing logistics for 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
- Communicate with clients and outside counsel via phone and email; work with clients to obtain signatures on legal documents

**Additional Responsibilities**

- Assist in the preparation of service, vendor, non-disclosure and other contracts and amendments
- Draft simple to complex legal documents and forms; apply track changes, formatting, and styles; proofread, format, edit, label and redact documents; and compare documents to produce redlines
- Other administrative support: support legal team calendars; maintain Outlook contacts and working lists; schedule meetings and coordinate reservations for conference rooms; track Continuing Legal Education (CLE) credits; and prepare reports to state bar associations
- Fulfill any and all other duties as assigned



**Qualifications:**

- Bachelor's degree required
- Must have a minimum of three years of experience working on transactional matters, preferably in-house or in finance
- Self-starter who is able to learn on the job
- Ability to effectively work with senior-level internal personnel, board members, outside counsel, clients and stakeholders
- Excellent written and oral communication skills
- High attention to detail
- Excellent organizational skills
- Ability to multi-task and handle competing priorities
- Strong computer skills, including Word, Excel and PowerPoint

To apply please send your resume to [RecruitingL@meketagroup.com](mailto:RecruitingL@meketagroup.com).