

# Turkey Jobs Expertini®

## Corporate Paralegal

[Apply Now](#)

Company: Wilson Sonsini Goodrich & Rosati

Location: Soma

Category: other-general

Wilson Sonsini is the premier legal advisor to technology, life sciences, and other growth enterprises worldwide. We represent companies at every stage of development, from entrepreneurial start-ups to multibillion-dollar global corporations, as well as the venture firms, private equity firms, and investment banks that finance and advise them. The firm has approximately 1,200 attorneys in 19 offices: 14 in the U.S., three in China, and two in Europe. Our broad spectrum of practices and entrepreneurial spirit allow our staff exceptional opportunities for professional achievement and career growth.

The Corporate Department of Wilson Sonsini has an opening for an experienced Corporate Paralegal to provide support for our private and public company clients. The paralegal will handle a variety of tasks and projects while working directly with attorneys and department leaders. This opening provides an opportunity to utilize and expand skills while becoming an integral part of the team.

The responsibilities include but are not limited to:

Prepare corporate documents, such as incorporation documents, board and shareholder actions, indemnification agreements, and third-party agreements

Process stock and option administration, including drafting agreements and preparing reports

Manage capitalization processes and records in equity management platforms, including Rule 701 analysis

Conduct research to prepare and manage corporate and securities filings

Communicate with clients, holders, directors, investors, and auditors

Handle due diligence and closing processes

Compile and distribute closing documents and closing volume

Handle daily corporate maintenance work

Organize client records and maintain files

Assist with annual compliance matters

Input time entry daily

The job requirements are:

Corporate experience at law firm or in-house

Understanding of corporate tasks and governance matters for private companies

Experience in capitalization management platforms such as Shareworks and Carta

Proficient with Excel spreadsheets

Detail-oriented and organized, with excellent analytical skills

Excellent communication and prioritization skills to manage projects simultaneously under deadline pressure

Bachelor's Degree or Paralegal Certificate

The primary location for this job posting is in San Francisco, but other locations are also listed. The actual base pay offered will depend upon a variety of factors, including but not limited to the selected candidate's qualifications, years of relevant experience, level of education, professional certifications and licenses, and work location. The anticipated pay range for this position is as follows: San Francisco and Silicon Valley: \$45.48 - \$61.54 per hour Austin, Boston, Boulder, District of Columbia, Los Angeles, New York, San Diego, Seattle, and Wilmington: \$43.21 - \$58.46 per hour Salt Lake City and all other locations: \$38.66 - \$52.31 per hour

The compensation for this position may include overtime and a discretionary year-end merit bonus based on performance. We offer a highly competitive salary and benefits package.

Benefits information can be found here. Equal Opportunity Employer (EOE).

[Apply Now](#)

#### Cross References and Citations:

1. [Corporate Paralegal FindwordpressjobsJobs Soma Findwordpressjobs](#)
2. [Corporate Paralegal Latinamericajobscentral Jobs Soma Latinamericajobscentral](#)
3. [Corporate Paralegal Botanyjobs Jobs Soma Botanyjobs](#)
4. [Corporate Paralegal MoroccojobsJobs Soma Moroccojobs](#)
5. [Corporate Paralegal Hondurasjobs Jobs Soma Hondurasjobs](#)
6. [Corporate Paralegal Healthcarejobsnearme Jobs Soma Healthcarejobsnearme](#)
7. [Corporate Paralegal Musicjobs Jobs Soma Musicjobs](#)
8. [Corporate Paralegal Usajobscareer Jobs Soma Usajobscareer](#)
9. [Corporate Paralegal Radiologistjobs Jobs Soma Radiologistjobs](#)
10. [Corporate ParalegalZoologyjobsJobs Soma Zoologyjobs](#)
11. [Corporate ParalegalCopenhagenjobsJobs Soma Copenhagenjobs](#)
12. [Corporate ParalegalExecutivejobsnearmeJobs Soma Executivejobsnearme](#)
13. [Corporate ParalegalDallasjobsJobs Soma Dallasjobs](#)
14. [Corporate ParalegalEntryleveljobs Jobs Soma Entryleveljobs](#)
15. [Corporate ParalegalSearchnzjobs Jobs Soma Searchnzjobs](#)
16. [Corporate ParalegalMadinahjobsJobs Soma Madinahjobs](#)
17. [Corporate ParalegalDominicanrepublicjobsJobs Soma Dominicanrepublicjobs](#)
18. [Corporate ParalegalReferralrecruits Jobs Soma Referralrecruits](#)
19. [Corporate paralegal Jobs Soma](#)
20. [AMP Version of Corporate paralegal](#)
21. [Corporate paralegal Soma Jobs](#)
22. [Corporate paralegal Jobs Soma](#)
23. [Corporate paralegal Job Search](#)
24. [Corporate paralegal Search](#)
25. [Corporate paralegal Find Jobs](#)

Source: <https://tr.expertini.com/jobs/job/corporate-legal-soma-wilson-sonsini-goodr-39ff7b472/>

Generated on: 2024-05-03 by Expertini.Com