



Paralegal Association of New Jersey
www.NJPara.org

JOB BANK POSTING REQUEST FORM

Email the completed Form to the Job Bank Coordinator at JobBank@NJPara.org

Date: March 7, 2019

CONTACT INFORMATION

County Union

Firm or Corporation Name OlenderFeldman LLP

Contact Name Regina Romanaux

Contact Email rromanaux@olenderfeldman.com

Contact Phone 908-964-2485

Address 422 Morris Avenue

City, State, Zip Summit, New Jersey 07901

Area (s) of Law that individual will be involved: Corporate

Duties: Our broad-based corporate practice has an immediate opening for an experienced (3-7 years), motivated paralegal interested in a position with a law firm located in Summit, New Jersey. This paralegal will assist our corporate attorneys with all stages of corporate transactions from inception to closing, with varying degrees of complexity and regular contact with clients and counsel for outside parties involved in transactions. The right candidate has excellent interpersonal and writing skills; experience with the formation and incorporation processes for corporate entities, associated annual reports, assumed names, and amendments; mergers and acquisitions, loan agreements, and private placement transactions. Competitive compensation offered.

Employment Requirements/Additional Comments: (i.e. bilingual, years of experience, etc.)

Job Posting Details:

Is this a temporary position?

Internship?

☐ Full Time ☐ Part Time

☐ Yes ☐ No

☐ Yes ☐ No

Please note: Salary information is optional

Salary Range (Annual) \$

Hourly Rate \$/hr