

NFS Leasing is a privately held North American leader in Equipment Finance with more than 18 years' experience. NFS provides solutions supporting businesses and organizations with challenged credit including: early stage, start-up & pre-revenue, financially distressed companies and turn-arounds. NFS uses its own balance sheet capital and provides fast flexible credit decisions. Since 2001, NFS Leasing is proud to have created thousands of jobs and infused almost \$1,000,000,000 of capital into credit challenged firms, a segment of the economy that struggles to secure critically needed financing.

We have an immediate opening for a Corporate Transactional Paralegal, located in our Beverly, MA office. This position would assist our in-house counsel, sales, contracts, credit and accounting teams and in many instances would work directly with our customers and their counsel to successfully close financing transactions and other transactions such as intercreditor agreements, subordinations, restructures, defaults and settlements.

Specific job duties:

- Verify potential customers' corporate status.
- Perform judgement and lien searches on customers.
- Perform property owner and encumbrance searches.
- Perform personal credit reports.
- Perform web research on customers and vendors.
- Determine if and how we are able to obtain clear title or PMSI to leased assets.
- Create executable transaction documents consistent with the credit approval.
- Assist customers in completion of lease document packages.
- Obtain evidence of required liability and property insurance.
- Present a well-organized funding package for accounting.
- Maintain multiple spreadsheets used for reporting pertaining to documentation and financial data.
- Ensure all turnaround times, deadlines, and standards are met.
- Perform review of vendor and partner agreements.
- Perform other projects/functions as required.
- Prepare UCC financing statement filings, amendments and terminations.
- Manage preparation, assembly and compilation of documents in advance of closing and coordinate signature page gathering directly with customer.
- Perform review of customer's operating agreements, partnership agreements, loan agreement, equity contribution agreements, joint ventures, corporate structuring, sales, mergers and acquisitions.
- Conduct lien and litigation searches nationwide; analyze and summarize results.
- Research and analyze legal sources such as statutes, case law, legal articles, and regulatory sources.
- Communicate regularly with contracts group, attorneys and customers regarding the status of projects and deadlines.
- Manage inventory of closed transaction documentation.
- Download, organize, and inventory due diligence documentation from customer provided data.

Position requirements:

- Bachelors' degree, or additional four (4) years of applicable experience, preferred.
- Paralegal certificate and at least 5 years' corporate transactional experience, including in project finance required

Normal work hours:

Presence at the office during regular office hours, 9 a.m. to 6 p.m., Monday through Friday, is essential and the ability to work longer hours is essential during peak workload periods, during fast-moving transactions or in order to communicate with parties in different time zones.

*Salary Range: \$55,000 to \$70,000

*Compensation is commensurate with experience