

Paralegal General Litigation Beverly, MA

NFS Leasing is seeking an experienced paralegal to join our legal team responsible for Bankruptcy (concerning commercial and personal cases) and General Litigation matters providing support from filing an initial lawsuit through judgment. **The ideal candidate will have small to medium size Boston law firm experience, a desire to make a move to an in-house paralegal position, and a willingness to “do whatever it takes” to thrive in a fast-paced working team environment. The candidate must possess general paralegal skills with relevant bankruptcy and general litigation experience.** This position also offers the candidate exposure to commercial leasing and finance and general corporate matters. This position is located at NFS Leasing’s corporate headquarters in Beverly, MA, and will report directly to the Vice President General Counsel.

Key Responsibilities include:

- Performing a full range of paralegal tasks from case inception through execution of judgment and collections.
- Maintaining and monitoring court deadlines and take ownership of case calendars.
- Filing documents (electronically and otherwise) with the Bankruptcy Court and State Court through the various electronic filing systems under attorney supervision.
- Performing online research, including PACER and Westlaw.
- Preparing drafts of Bankruptcy Court and State Court pleadings, notices, and motions.
- Preparing discovery notices; organizing, maintaining, and preparing discovery materials, exhibits, and summaries.
- Participating in case and workout strategy meetings.
- Handling routine calls and correspondence to Bankruptcy Court and State Court, outside attorneys, and customers.
- Ensuring expertise in technology relevant to the position; proactively use the most current technology to further teamwork, client service, and efficiency.

Key Requirements/Qualifications:

- Experienced with Bankruptcy Court and State Court filings.
- Able to conduct research using various research tools, including the Internet, Pacer, Westlaw, and Courtlink.
- Proficient in Microsoft Office (Excel, Word, PowerPoint).
- Strong sense of motivation, accountability, taking ownership over projects and responsibilities, and resolving issues proactively.
- Able to assess information, anticipate issues and outcomes, and make effective decisions.
- Able to manage multiple requests, assess priorities, and achieve solutions under deadlines.
- Flexible to work overtime as needed.
- Eager to learn corporate and transactional skills and thrive in a busy environment

About NFS Leasing:

NFS Leasing is a commercial leasing and finance company serving the needs and partnering with growth-oriented companies with equipment financing. Since 2001, NFS Leasing is proud to have created thousands of jobs and infused capital into credit-challenged businesses, a segment of the economy that struggles to secure critically needed financing. NFS Leasing’s successful track

record is based on a truly collaborative and innovative workplace and dynamic group of individuals.

NFS Leasing is committed to continued growth and is immediately adding to its legal team. NFS Leasing offers solid compensation along with a generous benefits package that includes the following subject to certain terms and conditions: 401K company match of 50%, paid volunteer, parental, bereavement, and longevity/recharge leave, as well as medical, dental, life insurance and person time off.

About NFS Leasing: <https://nfsleasing.com/the-story-lender/>

We are an equal opportunity employer and give consideration for employment to qualified applicants without regard to race, color, religion, sex, national origin, sexual orientation, disability status, protected veteran status, or any other characteristic protected by federal, state, and local law.

NFS Leasing is committed to the health and safety of our associates, candidates, and customers. We modified our hiring processes to include increased phone and ZOOM interviews, and where in-person activities are required, we are practicing social distancing. NFS is a boutique finance company that relies heavily on in-person team meetings for optimal collaboration, and this position requires the candidate to work at the corporate headquarters.

Compensation commensurate with experience, success, and desire!

NO RECRUITERS, PLEASE.