

NFS LEASING, INC.

Paralegal - NFS Leasing seeks a full-time paralegal to join its in-house legal team responsible for assisting with general litigation, collections, commercial/personal bankruptcy and general administrative matters at its headquarters located in Beverly, MA. The ideal candidate has experience working in a small to medium sized law firm, managing and assisting with commercial litigation in Massachusetts state courts, familiarity with creditor rights matters, proficiency in Microsoft Office and Adobe tools, with experience in bankruptcy matters a plus. The candidate must be organized, motivated, diligent, analytical, and efficient to thrive in a fast-paced, team oriented environment. Responsibilities under attorney supervision include initial drafting of pleadings, discovery, and subpoena responses, overseeing service of process, tracking multiple active matters in different jurisdictions from inception through judgment, assisting with judicial and non-judicial recoveries, managing and coordinating with NFS Leasing's outside counsel and general corporate and administrative matters.

Please send resumes to legal@nfsleasing.com.

Key Responsibilities:

- Perform full range of paralegal tasks from case inception through collections.
- Maintain and monitor litigation deadlines and dockets.
- File documents (electronically and paper) in Massachusetts state court and federal bankruptcy courts under attorney supervision.
- Perform online case and legal research, including through PACER and Westlaw.
- Prepare state and bankruptcy court pleadings, notices, motions, and discovery requests and responses including document productions for attorney review.
- Participate in weekly internal litigation and workout strategy meetings.
- Manage, track and update deadlines, calendar entries and spreadsheets.
- Handle routine calls and correspondence with court clerks, outside counsel, and customers.
- Maintain proficiency with relevant litigation support technology.

Key Requirements/Qualifications:

- Clear, concise, and effective oral and written communication.
- Motivated, proactive, organized, team-oriented and accountable.
- Capable of analyzing information and anticipating issues and needs.
- Ability to proofread, compile, and organize legal documents and file pleadings electronically using state and federal court e-filing systems.
- Ability to conduct effective research using various research tools, including internet searches, PACER, Westlaw, and public and private online filing/information systems.
- Proficient in Microsoft Office (Excel, Word, PowerPoint) and Adobe PDF editing.
- Capable of managing multiple requests, prioritizing, and proposing/implementing solutions under deadlines.