

JOB DESCRIPTION

Job Summary:

Provide critical support to the legal team by conducting legal research, maintaining accurate and up-to-date records, and assisting in the preparation of legal documents and meetings.

Job Responsibilities:

- Prepare legal correspondence, briefs, and memos.
- Conduct legal research and assist in the preparation of legal opinions and reports.
- Organize and maintain files, ensuring all documentation is up-to-date and filed correctly.
- Assist with the preparation and organization of legal meetings, including taking minutes.
- Maintain and update legal databases, ensuring accuracy and confidentiality.
- Provide general administrative support to the legal team, including scheduling and filing.

Additional Responsibilities:

- Perform other work-related duties assigned by the Business Center Corporation.