

# RATH YOUNG PIGNATELLI

## CORPORATE TRANSACTIONAL PARALEGAL

Rath, Young and Pignatelli, P.C. located in Concord, New Hampshire is seeking a full time corporate transactional paralegal with a minimum of 2 years of experience in a law firm setting. The ability to support attorneys in a wide range of corporate transactional matters including assistance with closings, filing of corporate and real estate documents, formation of entities, and maintenance of corporate records, is required. May also be asked to perform general administrative tasks, such as drafting correspondence, filing, copying, etc. The ideal candidate should have excellent interpersonal and communication skills, be a team player, and be able to manage under occasional pressure situations. Skill sets should include advanced knowledge of Word, Excel, PowerPoint, Outlook and Adobe Pro software. Bachelor's degree or paralegal certification preferred. Send resume and letter of interest to Diane J. Vlahos, Director of Operations, Rath, Young and Pignatelli, P.C., at [djv@rathlaw.com](mailto:djv@rathlaw.com). The firm will not accept the submission of candidate resumes from search firms without a signed fee agreement with Rath, Young and Pignatelli, P.C.

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