

MANIER & HEROD

Manier & Herod Seeks Corporate Paralegal

Nashville, Tennessee

Manier & Herod is recruiting for an experienced paralegal to work on corporate matters, bankruptcy matters, secured transactions, and real estate. Experience with federal court and/or bankruptcy pleadings and litigation, the uniform commercial code, real estate documents, and entity formation and documentation are a plus. Ability to communicate in writing and orally with clients, the courts, and attorneys is critical.

Permanent full-time role, with competitive compensation and benefits. Hybrid work options available.

Responsibilities

- Manage cases and pleadings for attorneys, draft routine pleadings and related documents and file them with the court. Experience with electronic filing in Federal Court is preferred.
- Perform other administrative duties (calendar hearings and deadlines, organize case files, manage logistics, etc.)
- Maintain pleadings and discovery indices.
- Organize exhibits, documents, evidence, briefs, and appendices.
- Perform lien searches, prepare lien summaries, prepare financing statements, deeds of trust, mortgages, and arrange for filing.
- Ability to search business entities, summarize key entity filings and documents.
- Conduct factual investigation using client files, public records searches, web searches, and phone calls.
- Conduct legal research on Lexis and other online sources.
- Conduct public records searches through various online resources.
- Performing other legal and operational tasks as required.

Minimum Qualifications

- Associate's or Bachelor's degree required.
- Paralegal Certificate preferred.
- 5+ years litigation, transactional, and/or real estate experience in a corporate, law firm, or government environment. Experience and knowledge of bankruptcy practice and pleadings is preferred.

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- Organized with ability to juggle multiple deadlines and work efficiently.
- Strong reading comprehension, writing, and communication skills along with attention to detail.
- Organizational and critical thinking aptitude.
- Competence with Microsoft Office Suite (including Excel), Adobe, document management systems (NetDocuments a plus).

About the Firm

Manier & Herod is one of Tennessee's oldest, most trusted law firms. Our experienced attorneys are respected by clients and peers alike for their unwavering commitment to excellence in a wide range of important practice areas. From surety and fidelity law to insurance coverage, from creditors' rights and workers' compensation to employment law and civil litigation, from estate and business succession planning to probate, we offer quality, creative counsel in greater Nashville, across Tennessee, nationwide, and internationally.