

**Senior Associate- Corporate Paralegal
Harvard Management Company, Inc.**

Tracking Code
313-964

Job Description

Harvard Management Company, Inc. ("HMC") manages Harvard University's approximately \$35 billion endowment and related financial assets. Our singular mission is to help ensure Harvard University has the financial resources to confidently maintain and expand its preeminence in teaching, learning, and research for future generations. HMC has a decades-long commitment to the endowment model of investing with a highly diversified portfolio that includes long-duration, less liquid, and complex asset classes that are important drivers to our success over a long-term investment horizon. Distributions from Harvard's endowment provide a critical source of funding for the University, contributing more than one-third of its annual operating revenue.

SUMMARY:

The Corporate Paralegal will support the Compliance department with transactional, corporate housekeeping and administrative matters.

SUMMARY OF RESPONSIBILITIES:

- Primary point of contact for entity formation and corporate governance management for US and foreign entities
- Maintain and adhere to corporate filings calendar
- Draft and distribute corporate approvals and board meeting materials for portfolio companies
- Create and maintain corporate minute books
- Manage and maintain electronic database of all legal, tax structuring, and compliance documentation
- Update and maintain form documents and draft simple form documents for review by attorneys
- Prepare and proofread closing and other transactional documents
- Coordinate execution of signature pages for transaction documents
- Prepare responses to KYC requests
- Develop and maintain electronic and paper filing systems
- Prepare and type memos, spreadsheets, correspondence and various other documents with speed and accuracy
- Set up meetings/conferences with internal and external participants, which may include coordinating calendars, scheduling conference rooms and/or ordering refreshments
- Develop a thorough understanding of HMC in order to facilitate the flow of information within and outside of the department
- Manage responsibilities pertaining to business continuity preparedness, documentation, etc.
- Cover for paralegals and other administrative assistant responsibilities during absences (cross-train when necessary)

Required Skills

- A high degree of confidentiality, professionalism, commitment and flexibility
- Experience and ability to prioritize and manage diverse responsibilities for multiple individuals
- Self-motivation and ability to follow through on projects independently

- Excellent communication and interpersonal skills
- Very strong organizational and editing skills
- Excellent attention to detail
- Proficient with Microsoft Outlook, Word, Excel and PowerPoint

Required Experience

- College degree and/or paralegal certification preferred
- Minimum 5 years prior full-time paralegal experience in a professional organization (law firm or in-house)
- Experience working with international companies and contracts as well as regulatory matters highly desirable

Job Location

Boston, Massachusetts, United States

Company Location

Boston

Position Type

Full-Time/Regular

If interested, apply online at https://harvardmanagementcompany-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=313&company_id=16964&version=1&source=ONLINE&jobOwner=992602&aid=1.