Business Law Group, LLC (“BLG”) is a niche law firm with a dualistic approach. On the one hand, BLG provides business owners and corporate decision-makers with general counsel, including legal advice regarding: 1.) corporate formation, 2.) corporate maintenance and compliance, 3.) contract drafting, review and negotiation, 4.) communications drafting and review; and 5.) employment, corporate and other related legal/business decisions. On the other hand, BLG also provides litigation services to both business clients and individuals, focusing in the areas of: 1.) complex business litigation, 2.) collection matters, 3.) contract actions, 4.) civil rights violations, 5.) construction litigation, and 6.) other commercial litigation matters. BLG is headquartered in Schaumburg, Illinois, a northwest suburb of Chicago, and represents clients throughout Illinois, as well as throughout the United States.

SUMMARY: BLG is a new law firm that is looking for 1-2 paralegals who can work in a collaborative office environment and utilize their skills to assist attorneys with corporate and litigation services for clients. Area of responsibilities include: intake of new files, onboarding for new clients, docketing, court filings, Secretary of State filings, drafting corporate minutes and resolutions, legal research, assisting with corporate maintenance and compliance, assisting with all stages of the litigation process (pleadings, discovery, motion practice, and trial preparation), and participating in inner-office strategy sessions.

CORE COMPETENCIES: Candidates for the paralegal position must have a commitment to honesty, integrity and the desire to perform quality services for firm clients. Candidates must have the ability to take ownership and responsibility for work assignments, be able to work in both collaborative settings, as well as on individual projects, and be accountable for completion of assignments on a timely manner. Candidates should have strong communication skills, including the ability to discuss assignment questions with attorneys, the ability to accept constructive criticism, and the ability to propose new processes and office concepts that could increase productivity and work product quality. Candidates should have a positive attitude, come to work with a lot of energy, and welcome the challenges that come with working in a modern law firm. Candidates must embrace technology and assist with seeking out improved processes, systems and programs.

EDUCATION/EXPERIENCE: Candidates must possess a Bachelor of Arts degree (B.A.) or Bachelor of Science degree (B.S.) from four-year college or university, or in the alternative, have at least three years related work experience as a paralegal in a law firm. Candidates must be willing to become certified as a notary public.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The environmental characteristic for this position is an office setting. While performing the duties of this job, the employee may be regularly required to sit, stand, bend, reach and move about an office space environment. Candidates should be able to adapt to a traditional business environment.

If this sounds like the right opportunity for you, please submit your college transcript, resume, writing sample and cover letter via email to: BusinessLawGroupLLC123@gmail.com.