

Staff Opportunities

Paralegals, Secretaries, and Other Office Staff

At Flaster Greenberg PC, Every Client Matters. The entire Flaster Greenberg team works together to provide superior service to our clients, and our professional staff forms an integral part of that team.

We offer a competitive salary and benefit package which includes, but is not limited to, medical, dental, vision, life and disability insurance, and 401K profit sharing.

Contact Human Resources: recruiting@flastergreenberg.com

SENIOR CORPORATE PARALEGAL

Flaster Greenberg is seeking an experienced senior Corporate Paralegal for its dynamic Corporate Department, working primarily in our Cherry Hill office (with flexibility for some remote work), who is a proactive self-starter with demonstrated experience maintaining high quality work product in a fast-paced team-oriented environment.

The corporate paralegal will perform the following, but not limited, duties:

- Drafting, filing and managing various business entity documents for corporations, LLCs and partnerships with state agencies, including drafting and preparing formation documents, board minutes, actions by consent, name changes, operating agreements, etc.; maintaining and updating corporate minute books (mostly electronic or virtual);
- Preparing due diligence documentation and assisting with closings (corporate and real estate), including organizing, proofreading and tracking documents;
- Support corporate transactions and with the preparation of documents necessary to comply with federal, state and local regulations and corporate governance documents;
- Preparing summaries in connection with disclosure documents, coordinating the execution of closing documents;
- Conducting UCC and other searches and drafted related or required filings (including SEC filings);
- Preparing and filing annual reports;
- Performing regulatory legal research and supporting attorneys with corporate governance and other related matters
- Develop thorough understanding and knowledge of Flaster Greenbergs legal technology and software initiatives, including billing, document management, electronic corporate records, and AI tools, as well as assist in evaluating and implementing other software as future needs require

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The ideal candidate will be detail-oriented, have good judgment and problem solving skills and be able to manage multiple priorities within time constraints and have a minimum of 10 years of relevant corporate paralegal experience within a mid-size to large firm environment. Bachelors Degree and/or Paralegal Certificate. Excellent organization skills, technology skills, ability to manage multiple priorities, and time management skills. Proficiency in excel, MS Suite programs and related software packages. A team player who is customer service oriented with a strong work ethic.

Recognized year after year as one of the Best Places to Work by NJBiz (2025), The Philadelphia Inquirer (2025) and Philadelphia Business Journal (2024). Flaster Greenberg offers the opportunity to build your legal career by working with top attorneys in the legal community at a firm that is dynamic and produces high quality work in a congenial office atmosphere and hybrid work environment. We offer a competitive compensation, origination and hours bonus programs, and a comprehensive benefit package. For immediate consideration, please submit your resume in confidence to recruiting@flastergreenberg.com.