



## Corporate and Transactional Paralegal

PlaneSense, Inc., seeks a full-time Corporate and Transactional Paralegal who is detail-oriented, proactive, and thrives in a collaborative environment. This pivotal role, reports to the General Counsel and works closely with all departments within PlaneSense and its affiliates, to address their legal needs, responsibilities, and obligations. These include aircraft fractional interest transactions, contract and vendor relations, corporate governance, aircraft financing transactions, collections, litigation support, and other general legal matters.

This position plays a vital role in our Legal team by drafting aircraft fractional program documents as well as other contracts, corporate organizational documents, affidavits, and legal correspondence, organizing and maintaining files, as well as other tasks as required. This role must work well with others as working with all departments is critical to closing transactions in a timely manner.

No prior experience in an in-house legal department is necessary. No more timekeeping or law firm billable hour requirements in this in-house role! Paralegal and legal operations skills in fields such as mergers & acquisitions, real estate, tax, and contracts are transferable to this position. We will train the right candidate to soar in the sophisticated world of business aviation.

The ideal candidate will have Certificate of completion from an ABA-approved paralegal certification program of education and training, or an associate degree in paralegal studies or at least five (5) years of experience in a corporate or transactional paralegal position.

PlaneSense, Inc., is an Equal Opportunity Employer. We offer competitive pay, excellent benefits, and a great work culture. **To review the full job description and to apply, visit [www.planesense.com/careers](http://www.planesense.com/careers)**