

Prime Buchholz: Corporate Paralegal

The Job

The Corporate Paralegal plays a key role in supporting the firm's legal operations, corporate governance, and various compliance activities. Working closely with the Senior Legal Counsel and cross-functional partners across the firm, you'll help ensure Prime Buchholz meets its regulatory and fiduciary obligations while supporting efficient legal and compliance processes.

In this role, you'll manage a broad range of legal operations responsibilities—from contract administration and corporate recordkeeping to due diligence, compliance filings, and other special projects. This position offers the opportunity to build deep expertise in corporate legal operations within the investment management industry while partnering with colleagues across Legal, Marketing, Technology, and other business teams. This position can be based in either Portsmouth, NH, or Boston.

What You'll Do

- Manage the client contract workflow and record retention; draft client contracts, amendments, and fee change letters
- Manage vendor contract workflow and record retention for vendor contracts
- Assist in legal due diligence for private funds, including prepare initial drafts using Generative AI tools
- Manage the Firm's state compliance program, business qualifications, and annual filings
- Maintain corporate records and Board materials and assist with annual Firm member unit acquisition and sales processes
- Assist with legal review of client-ready materials and serve as liaison with Marketing
- Coordinate the Firm's vendor due diligence verification program
- Manage non-disclosure agreement (NDA) workflow and record retention
- Perform legal research and manage other special projects as directed by Senior Legal Counsel.

What You'll Bring

- Bachelor's degree or degree in Paralegal Studies required
- 4–6 years of experience in a corporate legal department, law firm, or similar legal environment
- Strong organizational skills with exceptional attention to detail and the ability to manage multiple priorities independently

- Excellent written, verbal, research, and problem-solving skills
- Ability to build strong working relationships and collaborate effectively across departments
- Proficiency with Microsoft Office, including Excel
- Previous experience in the investment management or financial services industry is preferred

What We Offer

At Prime Buchholz, a proud B-Corp organization, we believe in aligning our success with a positive impact on the world. We also believe that great work deserves meaningful rewards.

Benefits & Perks:

- **Flexibility & Balance:** Enjoy the flexibility of working from home up to two days a week, with a weekly anchor day in the office to foster team collaboration and connection.
- **Savings:** Plan for your future with our 401(k) match and profit-sharing program, designed to help you build long-term financial security.
- **Community:** We support your commitment to giving back with matching charitable contributions and paid volunteer time for causes that matter to you.
- **Time:** Take time to recharge with our flexible time-off policy and 11 paid holidays. Plus, we offer additional time off to support you through life's major milestones, including family growth.

Compensation:

- This role is classified at grade level 6, with a starting base salary range of \$76,100 - \$97,000.
- Where you fall within this range will be based on your skills, experience, qualifications, and internal equity. We typically aim to welcome a new employee on the lower end of the given salary range to ensure room to grow as performance measures are met.
- In addition to base pay, all positions are bonus-eligible — because we believe your contributions should be recognized and rewarded.

At Prime Buchholz, we're committed to building and preserving a culture where individuals from different personal and professional backgrounds can thrive, contribute, and grow. The collective sum of our individual differences, knowledge, life experiences, and unique talents is the foundation for our accomplishments and impact.

Please send resumes to: hr@primebuchholz.com.