



www.Provisions.ws
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ProVisions, LLC (“ProVisions”) is a full-service commercial real estate developer, financier, and advisory firm serving public and private sectors throughout the United States and abroad. ProVisions owns, finances, develops and manages strategic initiatives valued between \$1,000,000 and \$500,000,00 involving multiple locations, disciplines and responsibilities. We have significant experience and employ a talented team of professionals with unique credentials.

Currently, ProVisions has an excellent full-time opportunity available. The ideal candidate will be experienced in handling a diverse group of people, programs and strategic imperatives and will be able to work independently.

Corporate Paralegal
Located in Troy, MI

Position Description

Summary:

The candidate for this position will provide extensive legal documentation support to the entire organization (i.e. internal as well as external litigation documentation support). The candidate will provide assistance to legal counsel/attorneys drafting/reviewing corporate practice documents and high-quality administrative support on a wide range of issues to support the company’s legal initiatives and interests. Candidates must have solid organization, communication, presentation and follow-up skills.

Academic Qualifications:

- Bachelor’s Degree strongly preferred
- Paralegal Certification strongly preferred

Experience and Skill Requirements:

- Experience/interest in business, commercial real estate, property and/or contract law.
- Ability to draft and interpret commercial transactional documents (i.e. purchase agreements, leases, promissory notes, etc.)
- Ability to read title work and survey.
- Ability to handle time sensitive projects while maintain confidentiality
- High level of problem solving ability including independent judgment and decision making skills.
- Proficiency in software (MS Word, Excel, PowerPoint, Research, Internet).
- Takes initiative and works independently with little supervision.
- Well developed communication and teamwork skills.
- Strong communication skills and writing skills.
- Excellent typing and editing skills

- A demonstrated ability to work in a corporate environment and provide practical, thoughtful solutions.

Job Responsibilities:

- Responsible for assisting the organization and its affiliates in all legal matters.
- Researching and keeping current with new laws, acts, and regulations.
- Conducting research on ongoing legal projects
- Communicating with the President & CEO on all legal issues.
- Assisting legal counsel/attorney's with preparing and reviewing all legal documents.
- Preparing any documentation needed in process (binders, etc.)
- Assisting with completion of IRS forms (SS-4, etc.) and incorporation documents for different types of corporate entities
- Assisting with corporate secretarial work and providing administrative support
- Preparing minutes for shareholder or director meetings
- Maintaining and organizing records of signed contracts

Compensation:

Based on academic qualifications and relevant experience, a competitive package would be offered

Contact:

Human Resources @ 248.988.9341, Fax: 248.723.3341, Email: hr@provisions.ws

Our Vision, Core Values, and Mission energize our organization and people.