



<https://decastroconsulting.ph/careers/paralegal/>

## Paralegal

### Primary Responsibilities

As a Paralegal/Legal Assistant, you will play a pivotal role in supporting the Managing Partner's legal and business affairs, as well as providing executive-level assistance across our diverse portfolio of businesses. This is an exceptional opportunity to utilize your legal knowledge, organizational skills, and attention to detail in a fast-paced and rewarding environment.

### Responsibilities

- Provide comprehensive legal support to the Managing Partner, including drafting and reviewing legal documents, contracts, and agreements related to real estate transactions, corporate matters, and business operations.
- Conduct thorough legal research and analysis on Philippine laws and regulations applicable to various business ventures, ensuring compliance and mitigating legal risks.
- Assist in managing the Managing Partner's schedule, appointments, and communications, prioritizing tasks and deadlines effectively.
- Coordinate with internal departments, external and internal counsel, and stakeholders to facilitate legal processes and transactions, maintaining confidentiality and professionalism at all times.
- Handle administrative tasks such as preparing meeting agendas, minutes, and presentations, and assisting with travel arrangements and expense management for the Legal Team.

### Requirements

- Bachelor's degree in Legal Studies, Paralegal Studies, or related field.
- Minimum of 3 years of experience working as a Paralegal or Executive Assistant in a law firm, corporate legal department, or executive office setting.
- Strong knowledge of Philippine laws and legal principles, with experience in drafting and reviewing legal documents.
- Proficiency in legal research tools and resources, as well as Microsoft Office Suite, GSuites, Canva, etc.
- Excellent communication and interpersonal skills, with the ability to interact professionally with internal and external stakeholders.
- Exceptional organizational skills and attention to detail, with the ability to prioritize tasks and manage multiple deadlines.
- Proactive mindset with the ability to anticipate needs, exercise discretion, and maintain confidentiality.

### Job Benefits

Health Insurance  
13th Month Pay

### Contacts

Email: [hr@decastroconsulting.ph](mailto:hr@decastroconsulting.ph)

### Employment Type

Full-time

### Job Location

Metro Manila, Philippines

### Working Hours

9:00 AM – 6:00 PM

### Date posted

October 18, 2024