



### **Great Corporate/Business and Real Estate Paralegal Opportunity!**

We have a full-time opportunity for an experienced Corporate/Business and Real Estate paralegal in our Hub Tower office in downtown Des Moines. Whitfield & Eddy has over forty attorneys practicing in areas including arbitration and mediation, litigation, employment law, insurance, construction, business, banking and real estate.

Responsibilities will predominately include banking and transactional work including the initial drafting of loan documentation; may also work with uniform commercial code filings, board minutes and general corporate matters. May assist with loan transactions, real estate mortgages and lien related filings, and corporate transactions which includes business formation.

We are seeking candidates with the following knowledge/experience:

- College degree is preferred and/or 3-5 years' experience in finance, banking, business formation, and transactional matters.
- Paralegal certificate is desirable.
- Experience in real estate as it applies to the loan process is desirable.
- Must be detail oriented.

We offer a friendly and professional work environment, as well as a very competitive compensation and benefits package - including flexible hours, health/dental/vision/life, generous PTO, 401k with outstanding employer contribution (up to 12%), convenient parking, plus much more!

Qualified candidates are invited to submit their resume to the attention of Annette Lavia, at [lavia@whitfieldlaw.com](mailto:lavia@whitfieldlaw.com). EOE