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Legal Assistant Corporate

Description

Our valued client law firm is in a growth mode as a full-service business law firm. They are offering an attractive position for a Corporate/ M & A Legal Assistant based in their Music Row/Nashville office. Cool culture, employees love the weekly breakfast to engage with staff, outings to games and activities, and the Administration desires for all employees to learn and engage...expanding to new office space in Midtown in 2027!

Work Environment:

- This Music Row Firm location offers a hybrid policy that allows for four (4) remote workdays per month (subject to change). The remaining days require in-office attendance in the Atlanta office.
- The office environment is professional, collaborative, and focused on supporting high-stakes legal work in a law firm....yet a cool culture, with even breakfast every Friday.
- Overtime may be required on an as-needed basis.

Responsibilities

Attorneys: Support 4 attorneys, some are partners.

Essential Functions:

- Give assistance to the preparation of documentation for amendments, withdrawals, mergers and dissolutions of corporations or partnerships.
- Assists in preparation for, and during, deal closings; prepares closing binders and document sets for distribution
- Helps with the preparation of SEC filings, with regard to securities offerings and other dealings and in the preparation of UCC filings and search requests.
- Open files, including gathering appropriate information from timekeepers involved and completing proper forms, requesting conflict of interest check from Records Department and processing Client/Matter sheet request in proper format for Finance Department, preparation of engagement letter and updating timekeeper client sheets and billing information in database.
- Maintains files, as well as filing and monitoring cases on electronic platforms.
- Proofreads and corrects prepared materials for correct grammar, spelling, punctuation, format and content.
- Sorts, opens, logs, and distributes incoming mail to staff and attorneys; attaches incoming correspondence to case file and related materials needed for action.
- Composes routine letters and memoranda and prepares reports using knowledge of practice area and guidelines.
- Receives and screens clients and telephone calls; responds to inquiries on a variety of matters such as the status of buy-sell agreements, employment agreements, assignments, promissory notes, leases, etc.
- Schedules and arranges meetings and conferences and notifies interested

Hiring organization

Sales Executives

Employment Type

Full-time

Industry

Legal

Job Location

Nashville, Tennessee

Date posted

August 30, 2026

parties; arranges travel for attorneys including scheduling transportation and making hotel reservations.

- Schedules assigned attorneys' calendar of activities, including making commitments for meetings, conferences, or other engagements.
- Requisitions supplies, equipment and other services for the assigned desk and its alignment from the operations department.
- Acts as liaison with various internal departments as well as with outside vendors.
- Coordinates with the Finance Department with respect to billing matters.
- Assist other assistants in other practice groups with overflow and rushes, as needed and able to do so.

Qualifications

Knowledge, Skills, and Abilities Required:

- Possess knowledge of general office policies, procedures and practices.
- Has familiarity with federal, state, and county forms regarding corporations and partnerships and the filing procedures as well as with the Corporations Code
- Exhibits working knowledge of profit sharing and pension plans, stock options, deferred compensation, incentive compensation plans and insurance programs
- Achieved previous experience and knowledge of legal requirements and forms necessary for amendments, withdrawals, mergers and dissolutions of corporations or partnerships.
- Knowledgeable of legal terminology, as well as national, federal, and state-specific procedures.
- Versed in the Legal industry as well as writing, language and spelling skills.

Education/Experience:

- High school education or equivalent required, some higher education or vocational education preferred. College degree is a plus.
- Minimum 3-5 years of experience working directly in the Corporate practice area as a legal assistant in a law office.

They were founded based on principles of inclusivity. Firm's commitment to reflecting on and enhancing the rich diversity of the clients and communities we serve is more than eight decades strong. Offer diversity of attorneys and staff provides clients with a greater breadth of creative talent and alternative approaches, and enriches our firm's collaborative, entrepreneurial and collegial environment, benefiting all. We are proud to be an equal opportunity employer. In recruiting, welcome the unique contributions that all candidates can bring in terms of their education, opinions, culture, ethnicity, race, sex, gender identity and expression, nation of origin, age, languages spoken, veteran's status, color, religion, disability, sexual orientation and beliefs.

Job Benefits

CLIENT firm offers a competitive salary, 401K, profit sharing and a full benefits package.

Salary is based on level of legal corporate experience.