



**GREENWOOD**  
SUSTAINABLE INFRASTRUCTURE

## **CORPORATE PARALEGAL KEY ACCOUNTABILITIES:**

### **Overview:**

Greenwood Sustainable Infrastructure (GSI) is a renewable energy company focused on the development, construction and operation of solar energy and battery storage projects in North America. GSI is the North American renewable energy subsidiary of Libra Group, a privately owned, global business group with assets and operations in nearly 60 countries. GSI is looking for a Corporate Paralegal who is eager to apply their legal expertise to support the company's legal affairs. You will be expected to be a collaborative and experienced Corporate Paralegal that is keen to play a key role in supporting the Legal Team.

The incumbent provides support to the Legal Team by:

- supporting the in-house attorneys;
- maintaining corporate minute books and corporate records to ensure compliance with governing statutes;
- drafting and tailoring resolutions, member consents, certificates, closing documents and other documentation in accordance with legislation and governing documentation;
- forming companies and partnerships in various jurisdictions and liaising with governmental bodies to make annual and other filings to ensure statutory compliance;
- assisting with transactional matters by reviewing and preparing documents and overflows and maintaining relevant files;
- requesting, conducting and reviewing searches;
- assisting with project due diligence;
- providing litigation support (if required);
- securing or ensuring proper execution of legal instruments;
- assisting with review of RFPs and preparation of content for proposals;
- performing legal research;
- corresponding with external legal counsel, third parties and liaising with representatives of other departments at all levels; and
- other projects and responsibilities, as assigned.

### **QUALIFICATIONS:**

Required Competencies:

- paralegal certificate;
- exceptional communication skills (written & oral) and an ability to effectively interact with attorneys and other departments at all levels;
- minimum of 5 years of relevant law firm or in-house experience as a corporate or project finance paralegal;
- experience working in a fast-paced corporate environment; a team player with the ability to work independently;
- advanced computer skills, proficiency with MS Office (Word, Excel, PowerPoint and Outlook);
- good judgment and initiative to deal with varied duties;
- ability to exercise discretion when dealing with sensitive, highly confidential matters;
- ability to adapt to change on short notice;
- exceptional organizational skills; and
- ability to multitask.

**Job Type:** Full-time