



Title: Business Paralegal

Location: Overland Park, KS

Job Description: **JOB SUMMARY**

The Business Paralegal provides administrative and substantive legal support to the business and tax attorneys of Creative Planning's legal department.

PRIMARY JOB DUTIES

- Entity formations and annual filings
- Preparation of corporate documents and agreements and tax forms under the supervision of attorney
- Prepares mailings to clients of documents to be signed
- Reviews and processes incoming signed documents from clients
- Prepares attorney and transmittal correspondence
- Other duties as assigned

REQUIRED EXPERIENCE / QUALIFICATIONS

- Bachelor's degree
- Efficient, detail-oriented and accurate

PREFERRED EXPERIENCE / QUALIFICATIONS

- 3+ years of business or tax paralegal experience
- Proficient in MS Office