

## Corporate Paralegal

### Description

CoreWeave is seeking a highly motivated and detail-oriented Corporate Paralegal to join our dynamic legal team supporting our needs across the organization, with a focus on commercial and real estate transactions. This role requires a proactive individual with excellent organizational skills, a keen eye for detail and accuracy, and the ability to thrive in a fast-paced environment and work cross-functionally. This is a super exciting time in our growth and a chance to have an integral impact on our business and processes as we build. Bonus points if you have past experience at a startup or working with data center leases and/or Ironclad! Help maintain and manage legal operations, including software tools used by the legal team and internal processes to facilitate efficiency and speed. Upload, tag and maintain contract records in our Ironclad contract repository. Support intake, review and drafting of contracts using playbooks and forms. Succinctly summarize and abstract real estate and commercial contracts. Collaborate with internal stakeholders and/or outside counsel, as needed to facilitate contract negotiation and execution. Assist in the preparation and review of NDAs, broker agreements, LOI, estoppel certificates and SNDA's. Support the legal team in all aspects of acquisition and development of real estate transactions including leases and purchase agreements with a focus on data centers. Manage closing and intake checklists and oversee post-closing activities of critical dates and obligations. Maintain a deal pipeline database and communicate with internal and external stakeholders to keep deals moving forward. Legal research and analysis of statutes, regulations, and legal precedent to support decision-making processes. Assisting and collaborating on matters in a variety of areas including general corporate matters and transactions, compliance, and data privacy. Wondering if you're a good fit? We believe in investing in our people, and value candidates who can bring their own diversified experiences to our teams even if you aren't a 100% skill or experience match. Here are some qualities we've found compatible with our team. If a portion of this resonates with you, we'd love to talk. Bachelor's degree and/or paralegal certificate from an accredited institution. 3-8 years of corporate legal experience (including exposure to commercial contracts and leases), preferably in a similar role. Proficiency in Microsoft Office, Google Workspace and contract lifecycle management tools, such as Ironclad or equivalent software. Comfortable and excited to work with technology platforms that support us as we go. Self-starter attitude and ability to think creatively and problem solve in a dynamic environment. Strong interest in working in a fast-paced and innovative business. Meticulous attention to detail and excellent organizational skills. Ability to work independently and manage multiple projects simultaneously and meet deadlines. Strong communication and interpersonal skills, with the ability to work collaboratively with cross-functional teams in a collegial and effective manner. Ethical and professional conduct, with a commitment to maintaining confidentiality. Prior start-up, data center and Ironclad experience a plus. Our compensation reflects the cost of labor across several US geographic markets. The base pay for this position ranges from \$120,000-\$145,000. Pay is based on a number of factors including market location and may vary depending on job-related knowledge, skills, and experience. Hybrid Workplace Successful candidates will be expected to attend onboarding training at our NJ Headquarters within their first several weeks of employment, with subsequent quarterly travel requirements of 1 week duration. If you reside within a 30-mile radius of our New Jersey, New York, or Philadelphia offices, we're excited for you to join us at the office at least three times a week, recognizing the significance we place on fostering connections, collaboration, and creativity within our office culture. Our commitment to operating as a hybrid workplace underscores our dedication to enabling our employees to tailor their work-

### Hiring organization

CoreWeave

### Job Location

New York City, New York, United States

### Base Salary

\$ 100000 - \$ 190000

### Date posted

May 23, 2024

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life balance to their individual preferences. Please mention the word **\*\*EARNESTNESS\*\*** and tag RMzQuMTQ1LjI0MC4xMDY= when applying to show you read the job post completely (#RMzQuMTQ1LjI0MC4xMDY=). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

## **Contacts**

Job listing via RemoteOK.com