

PARALEGAL

DETAILS

Location:
Kennesaw, GA

Salary Range:
Competitive

Position Type:
Full Time

Travel Required:
Minimal

HR Contact:
Madeline Wade, mwade@ioufinancial.com

Will Train Applicant:
Yes

JOB DESCRIPTION

Skilled paralegal, legal secretary or legal assistant to work with in-house legal department on in-house litigation, bankruptcy and some transactional matters. A hard working self-starter will do well in this role which provides good compensation and benefits in an environment where accomplishments are appreciated and recognized. Your past titles are much less important than your ability to do the job. Remote work and telecommuting is also an option. All inquiries are held in strictest confidence.

RESPONSIBILITIES

- Calendar litigation events
- Communicate with courts, opposing counsel, clients and other third parties
- Draft, revise and serve pleadings, motions, discovery, correspondence
- Review of dockets and other litigation matters
- Handle bankruptcy, collections and at least some transactions such as contracts, notes, guarantees and other duties as needed.
- File federal court documents in ECF and Pacer and state court documents on Odyeesy and Peachcourt.

QUALIFICATIONS

- At least 5 years of litigation experience, preferably with federal court ECF and PACER, but willing to train strong candidate with state court background.
- Prior experience should include above responsibilities
- Candidate should also be experienced with bankruptcy, collections and at least some transactions

PREFERRED QUALIFICATIONS

- See above. A candidate with attitude is preferred.

ABOUT IOU FINANCIAL

IOU Financial is a leading online lender specialized in helping small businesses with a healthy cash flow. Providing a unique approach to lending through an advanced, automated application and approval system, IOU Financial is able to accurately assess applicants' financial realities. Small business loans are available of up to \$500,000 to qualified applicants in only 24-48 hours. Speed and transparency make IOU Financial a trusted alternative to banks. IOU Financial operations is based in metro Atlanta, Georgia with headquarters in Montreal, Canada and publicly traded (TSX-V: IOU). For more information, visit IOUFinancial.com.

IF YOU ARE INTERESTED IN APPLYING, PLEASE EMAIL MADELINE WADE, ATTENTION:
[Human Resources, Paralegal](#)