



Trusted Legal Counsel for **Values-Driven Business Owners**  
Wisely Impacting Lives and Our Community, **Together**

## **Paralegal – Business & Corporate Law**

Are you a business and corporate paralegal who wants to grow with a **values-driven team** making a **meaningful impact** in the community?

Do you enjoy the balance of **independent work** and the **pursuit of excellence**, coupled with real **mentorship** and a supportive team that truly values you as a person?

Do you want to **work directly with business-owner clients** on a wide range of complex business matters, while collaborating with a strong legal team that share your values and passion for excellence?

### **Who We Are:**

MSB Law is a growing Faith-based law firm headquartered in Overland Park, KS serving as *Trusted Legal Counsel for Values-Driven Business Owners* across the Midwest. We are passionate about serving our clients with excellence, while maintaining healthy personal rhythms of work & rest and giving back.

We specialize in serving business owners through all phases of their business journey, including corporate formation, contracts, business operations, real estate, business growth and expansion (including M&A), family succession planning, business & civil litigation, and more.

***We're seeking a business & corporate law paralegal to be an integral part of our transactional team (80%) and provide support for our senior litigation paralegal (20%), while engaging directly with business-owner clients in a collaborative environment.***

### **The Person We Want to Hire:**

- Is passionate about business law, serving business owners, and aligning with the firm's Mission.
- Is a proactive self-starter with strong work ethic, high attention to detail, and confidence managing deadlines and large volumes of documents.
- Is a collaborative problem-solver with excellent interpersonal and communication skills who builds trust with clients, attorneys, and other deal participants.
- Embraces a "How can I help?" attitude, contributes to a positive team environment, seeks continual growth, and values giving back through service and pro bono work.

### **Qualifications and Minimum Expectations:**

- At least 3 years business/corporate (or related) paralegal experience; certificate preferred not required.
- Persistent attention to detail in corporate compliance and records, document collection (operations, M&A, due diligence, litigation support, etc.), and facilitating Closings (M&A and real estate).
- Excellent organizational skills to obtain and manage high volumes of documents (including PI medical records), coordinate appointments and deadlines, and handle e-filings.
- 1200 billable hours (annual), including pro bono hours through firm pro bono program.

### **Compensation and Benefits:**

- Competitive hourly rate, based on experience. Work week based on 37.5 hours (up to 40, as needed).
- Firm paid health insurance (85% of health, vision, dental for employee).
- 401(k) Plan, with guaranteed firm contributions.
- PTO, paid VTO (volunteer time off for community service), flex-schedule, and more.

**Are you Intrigued?** Email [employment@msblawkc.com](mailto:employment@msblawkc.com) with Resume, references, desired hourly rate, and letter stating why you chose law for your career and why you're interested in this opportunity.

[www.MSBLawKC.com](http://www.MSBLawKC.com)

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