



Title: Business/Tax Paralegal

Location: Overland Park, KS

Job **JOB SUMMARY**

Description:

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

We do not accept resume submissions from third-party recruiters or staffing agencies. Please contact our recruiting team directly.

JOB DUTIES

- Form business entities for attorneys
- Create business and tax documents and forms for attorneys
- Prepares mailings to clients of documents and forms to be signed
- Reviews and processes incoming signed documents and forms from clients
- Prepares attorney and transmittal correspondence
- All other duties as assigned
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REQUIRED EXPERIENCE / QUALIFICATIONS

- Bachelor's degree
- Efficient, detail-oriented, and accurate
- Proficient in MS Office

PREFERRED EXPERIENCE / QUALIFICATIONS

- 3+ years of experience in a similar role preferred