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| Firm/Company Name: | Archer & Greiner, PC | Website: | www.archerlaw.com |
| Job Title: | Corporate Paralegal | Work Option: | [i.e.: onsite, hybrid, remote, etc.] Onsite: Voorhees, NJ or Phila., P |
| Department/Group: | Corporate | Posted By: | Lisa Holshue |
| Location: | Voorhees or Phila | Travel: | |
| Salary Range: | \$68,000 to \$80,000 | Position Type: | [i.e.: full-time, part-time, etc.] Full-time |
| HR Contact: | Lisa Holshue | Date posted: | 04/01/2026 |

How to Apply: (Fax, Email, Mail, Link, etc.):

Interested candidates should send resumes to recruit@archerlaw.com or to Christine Ronketty, Human Resources Assistant, cronketty@archerlaw.com

Job Description

Brief Summary: Archer & Greiner. P.C. is seeking an experienced, full-time Corporate Paralegal to join its Voorhees, New Jersey or Philadelphia, Pennsylvania office. We offer a competitive salary, a comprehensive benefits package, and a collegial, team-oriented work environment.

Duties:

This position includes, without limitation, the following core duties:

- > Prepare and file certificates of incorporation, annual reports, organizational documents, and dissolution filings.
- > Conduct corporate due diligence, including preparing checklists and schedules, reviewing documents, and tracking delivery and execution.
- > Prepare corporate minutes, resolutions, and certifications.
- > Draft and file UCC financing statements, amendments, and terminations.
- > Maintain minute books and other corporate records.
- > Obtain and analyze lien searches, formation documents and entity good standing certificates
- > Assist with transactional closings.
- > Assist in the preparation and filing of trademark and patent applications, maintenance

Skills/qualifications:

- > A Bachelor's degree and/or Paralegal Certificate.
- > At least 5+ years of corporate paralegal experience, preferably with a mid-size or larger law firm.
- > Strong organizational skills with the ability to multitask and prioritize assignments while producing consistently high-quality work.
- > Experience with franchise and/or non-profit registrations and other filings a plus
- > Strong working knowledge of Microsoft Office.
- > Excellent interpersonal skills and the ability to work effectively with attorneys, staff, and clients.