

PARALEGAL

Lantern Pharma is seeking a talented and highly motivated paralegal in the Dallas, TX area for a full-time position with our emerging, oncology-focused company. This corporate paralegal will be responsible for organizing, coordinating, and maintaining various company agreements and documents, drafting contracts, providing support relating to board, stockholder and corporate matters, and assisting with public company reporting. This individual will be working directly with our management team on the operations of our fast-paced and innovative business.

RESPONSIBILITIES:

- Ongoing legal support related to board, shareholder, and corporate matters.
- Drafting contracts, such as employment contracts, consulting agreements and non-disclosure agreements.
- Assistance with public company reports and filings, such as 10-K, 10-Q, 8-K, Proxy Statement & Annual Report.
- Assisting with documentation to comply with federal and state legal requirements.
- Assuring compliance with company policies and procedures and corporate governance requirements.
- Assisting with design and implementation of compliance and training programs.
- Key role in drafting, filing and management of various corporate documents, including board minutes, stock option documentation, and transfer agent communications.
- Performing legal research.
- Complying with federal, state, and local legal requirements by studying existing and new regulations; anticipating future legislation; assuring adherence to requirements; and advising management on needed actions.
- Protecting operations by ensuring financial information and plans are treated confidentially.
- Interacting with team members across the organization on multiple high-level projects and initiatives.

BASIC QUALIFICATIONS:

- Familiarity and experience with contracts, corporate finance and securities law.
- Experience with biotech/startup companies and public company reporting is a plus.
- Certificate of completion from an ABA-approved paralegal certification program of education and training, or an associate degree in paralegal studies is a plus.
- Proficient with Microsoft Office, specifically Word, Excel and PowerPoint.
- Strong oral and written communication skills.
- Must be able to effectively multi-task, manage time sensitive documents and have exceptional organizational skills in a fast-paced environment.
- Must be able to function effectively in a busy, dynamic and team-oriented environment.
- Office administration experience.

Lantern provides multiple growth opportunities and as an early team member, your work will have a direct impact on precision oncology that can transform drug development. In addition to attractive compensation, we offer employees the opportunity for competitive health, dental and vision insurance, stock options in a public company, and an opportunity to take leadership on new and meaningful projects.



Lantern actively seeks a diverse and multicultural applicant pool in order to build the strongest possible team. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.