

Legal Assistant/Paralegal, Waltham, Massachusetts

Responsibilities:

The Legal Assistant is a key member of our legal team. The Legal Assistant will be responsible for document management and retention, data room maintenance, and other administrative tasks.

- Responsible for document management and retention.
- Prepares legal documents from templates.
- Responsible for tracking contract authorizations.
- Maintains and updates of data room materials.
- Maintenance of corporate, securities and tax filings
- Provides administrative support for General Counsel and team.
- Performs ancillary clerical duties for General Counsel and team
- Files correspondence and legal documents in office filing system.
- Ensures proper indexing and filing of original legal documents.
- Responsible for maintaining shareholder contact lists.
- Other duties as assigned.

Qualifications:

- Bachelor's degree or relevant equivalent experience.
- 1-2 years of related experience
- Experience with data room management software strongly desirable.
- Prior experience in the Bio-tech industry is strongly preferred
- Microsoft Office proficiency required

Skills, Knowledge & Abilities:

- Highly organized & results driven
- Excellent communication skills
- Highly motivated with the ability to be flexible in a fast-paced environment

Apellis is...

A clinical-stage biopharmaceutical company focused on the development of novel therapeutic compounds to treat disease through the inhibition of the complement system, which is an integral component of the immune system, at the level of C3, the central protein in the complement cascade. We believe that this approach can result in broad inhibition of the principal pathways of the complement system and has the potential to effectively control a broad array of complement-dependent autoimmune and inflammatory diseases.

Visit <http://apellis.com/about.html> to learn more.

EEO Statement:

Apellis is an equal opportunity employer and complies with all applicable federal, state and local fair employment practices laws. Apellis strictly prohibits and does not tolerate discrimination against employees, applicants or any other covered persons because of race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), gender (including gender nonconformity and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, past, current or prospective service in the uniformed services, genetic information, marital status, AIDS/HIV status, smoker/nonsmoker, and occupational pneumoconiosis or any other characteristic protected under applicable federal, state or local law.