

Job Title: Business Law Paralegal / Legal Assistant

Openings: 2

Location: Madison, WI on-site | Potential to grow into hybrid

Type: Three quarters to full-time

Experience Level: Entry-level to experienced (we will train the right candidates)

About Us

We are a boutique law firm located in Madison, WI, specializing in Business Law and Estate Planning. We pride ourselves on offering the sophisticated counsel of a large firm with the agility and personal attention of a small practice.

We believe a law firm is only as good as its team. Our business law team is growing, and we are looking for capable utility players to grow with us.

Why Neider & Boucher, S.C.

We have 30 years of experience serving varied and complex businesses, their owners, high-net-worth individuals, and others seeking to plan their estates for future generations. We strive to be efficient and trusted advisors, able to assist with planning the next big acquisition, negotiating key business contracts, a potential sale of the company, or transitioning to the next generation of ownership.

While we pride ourselves on our expertise and ability to serve varied and complex client situations, we do our best to empower our employees to handle situations and relationships on their own terms.

The Opportunity

Are you looking to launch or grow your career in the legal field?

We are hiring two people to join our business law team, which may be two Paralegals or one Paralegal and one Legal Assistant depending on the candidates. Previous legal experience is a major plus, and we will match responsibilities and compensation to what you bring. It is not required. We hire for attitude and fit, and we train for skill. If you are

motivated, organized, a strong communicator, and genuinely willing to learn, we will teach you the substantive law and research skills to succeed.

We are looking for people who bring fresh ideas and a positive attitude, and who want to help the firm continue delivering high-quality legal solutions in a changing digital landscape. Strong Microsoft Office skills are a must, including advanced Word formatting and Outlook, a working grasp of Excel and PowerPoint, and a willingness to keep building on them. Successful candidates will handle confidential client information with care, think critically, and work well as part of a team.

What You Will Do

Each role will blend administrative management and substantive legal support, tailored to your experience and growing skill set. Experienced candidates will start further along with substantive work.

1. Office & Systems Management (Foundation)

- Coordinate attorney calendars, schedule client meetings, and manage deadlines.
- Communicate with clients by phone, video, email, and in person, often as the first point of contact, with a warm, professional, and empathetic approach.
- Maintain and organize digital filing systems, client records, and legal documents, and help keep office operations running smoothly.
- Work with the team to introduce and implement new technology that improves efficiency, client management, and firm operations.

2. Substantive Legal Work (Growth)

- Help form new business entities (LLCs, corporations, etc.) and draft formation documents, consent resolutions, and minutes.
- Prepare and file state filings, including annual reports, amendments, and foreign qualifications.
- Support mergers, acquisitions, and other transactions, including due diligence, closing checklists, and transaction documents.

- Conduct preliminary legal research and factual investigation.
- Prepare, proofread, and edit legal correspondence, documents, and filings.
- Assist with real estate due diligence and conveyance documents.

Compensation and fringe benefits are competitive and will reflect experience.

How to Apply

Please submit your resume and a cover letter. You only need to apply once. We will consider every applicant for both openings.

Note: We read cover letters and are interested in your story. Please tell us one thing you are passionate about learning and why you think you would thrive in a boutique legal environment. If you have legal experience, tell us a little about the work you enjoy most.