



## **JOB DESCRIPTION**

<b>TITLE: Corporate Paralegal</b>	<b>DATE: February 2019</b>
<b>REPORTS TO: SVP, General Counsel</b>	<b>LOCATION: Purchase, NY</b>

### **I. THE COMPANY:**

Triton International Limited (“Triton”) (NYSE: TRTN) [www.trtn.com](http://www.trtn.com) is the world’s largest lessor of intermodal freight containers and chassis, with over \$10 billion in assets generating over \$1 billion in annual revenue. Triton leases its fleet of containers to virtually all of the world’s largest shipping lines under a variety of short-term and long-term leasing structures designed to help the shipping lines finance their growth, improve their operating efficiency and better balance their global trade flows. Triton operates its business through 23 offices in 16 countries, and services its customers through a network of over 400 third-party operated depot facilities spread across approximately 45 countries.

### **II. FUNCTIONAL SUMMARY:**

This position is responsible for working with the SVP, General Counsel and Associate General Counsel in managing various legal matters for the company and its worldwide subsidiaries on various issues including corporate governance, contracts, and corporate transactions matters.

### **III. JOB RESPONSIBILITIES:**

- Assist with SEC filings, including Forms 3, 4 and 5 and searches within the SEC’s EDGAR database. Maintain and renew EDGAR codes.
- Prepare Shares Grant Award documents.
- Track directors and officers Company shareholdings.
- Handle filings of annual reports and annual filings of domestic subsidiaries in all states where qualified to do business.
- Work with foreign offices on annual reports and filings for foreign subsidiaries.
- Coordinate and work with Bermuda corporate secretarial services company on Bermuda filings.
- Prepare litigation reports and work with in-house and outside counsel on litigation matters.



- Prepare quarterly legal letter submitted to outside auditors.
- Handle and process legal invoices.
- Retrieval of certified copies of corporate documents from state officials for corporate transactions.
- Track and maintain corporate minutes.
- Track, calendar and maintain deadline-driven documents.
- Assist in the preparation of corporate documents.
- Incorporate new entities and obtain tax-identification numbers.
- Perform public searches of all kinds.
- Proofread documents.
- Prepare incumbency certificates and other closing certificates and assist with tasks in connection with closing of corporate and financing transactions, including filing of UCC-1 and UCC-3 forms.
- Draft and assemble standard correspondence.
- Communicate with clients to develop supporting information and documentation.
- Assist in preparation of reports and responses to data requests.
- Assist in Unclaimed Property filings.
- Arrange notarization and apostille of documents.

#### **IV. REQUIREMENTS:**

- Bachelor's degree required. Paralegal certificate preferred.
- 2-3 years of paralegal experience in a professional office setting or a corporate legal department preferred.
- New York State notary public or be willing to get qualified as a New York State notary public.
- Must be exceptionally well-organized and detail-oriented and have very strong technology skills.
- Must have excellent oral and written communication skills and be able to work under the supervision of several attorneys.
- Must be able to prioritize workload in order to meet important deadlines and expectations and work well under pressure.
- Advanced Microsoft Office skills required.

#### **KEY COMPETENCIES:**

- Highly organized
- Client focused team player
- Flexibility and eagerness to work hard in a fast-paced environment and meet tight deadlines
- Very detail oriented



**Equal Opportunity Employer M/F/IWD/PV**

**VEVRAA Federal Contractor**

**All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, marital or veteran status or any other legally protected status.**