

Company Name: Castillo Laman Tan Pantaleon & San Jose Law Office

Company Background:

Castillo Laman Tan Pantaleon & San Jose counsels both local and international clients in all aspects of Philippine law. The firm excels in both advisory and implementation work, provides efficient, value-added legal service and assists multi-sectoral clients in understanding Philippine law and implementing their objectives.

Through the years, the firm has structured itself to meet the complex needs of clients in the rapidly evolving Philippine environment by carefully ensuring a high level of client involvement and professional legal expertise, encompassing a broad range of capabilities in practically every business area.

Company History:

The firm was founded in 1981 by a group of lawyers with the vision of establishing a highly professional, dynamic, and full service legal practice. Originally named Castillo Laman Tan and Pantaleon, the firm was formed with seventeen (17) lawyers.

Gregorio R. Castillo (Founding partner 1981-1992, deceased), Noel A. Laman, Ancheta K. Tan and Polo S. Pantaleon, the name and founding partners, were former partners of a major Philippine law firm.

In 1995, Roberto V. San Jose, a distinguished corporate law practitioner, joined the firm. Since then, the firm has been renamed Castillo Laman Tan Pantaleon & San Jose.

Today, the firm has a total of 48 lawyers and four legal assistants, a number consistent with its growth philosophy of judicious expansion. It has a support staff consisting of 13 paralegals and a full complement of administrative and accounting personnel, inclusive of a management information system team.

Job Vacancy: Corporate Paralegal

Job Description:

- Assist the Firm's Corporate and Special Projects Department in many facets of corporate law
- Create organizational documents, including articles of incorporation or dissolution, stock certificates, and secretary's certificates
- Drafting secretary's certificates and contract
- Assisting with paperwork and filings needed by the Securities and Exchange Commission (SEC)
- Responding to requests for information
- Performing legal research

Qualifications:

- Graduate of a Bachelor's Degree course, preferably B.S. Legal Management, A.B. Political Science, B.A. English and A.B. Philosophy
- Superior communication skills (both oral and written)
- Proficient knowledge and experience using MS Office, including Outlook, Word, Excel and Power Point
- Attention to detail with an emphasis on accuracy
- Ability to work independently, multi-task and prioritize

Contact details:

Interested applicants may submit their application letters, resumes with picture and copies of their transcripts of record by email to Gemma L. Sta. Ana at GLS@cltps.com.ph