



The Boston Options Exchange Group, LLC ("BOX") has an immediate opening for a Paralegal in our Boston office.

BOX is an all-electronic equity options market that was established in 2002 and launched trading in February 2004 as an alternative to the then-existing market models. Since inception BOX has provided its Participants with an efficient, transparent marketplace, cutting edge technology, and best price filtering for customer order execution.

Position Duties:

- Create and maintain spreadsheets of Exchange rule filings, customer lists, etc.
- Internet research including research of SEC and SRO rules.
- Update Exchange website with rule filings and rule changes.
- Prepare correspondence to customer brokerage firms.
- Coordinate Internal Compliance process with employees.
- Edit documents, filing and other administrative duties as needed.
- Other special projects as assigned or directed by the VP, Legal Affairs and/or Chief Regulatory Officer.
- Office administration duties.

Education:

Associate/Bachelor's Degree in Paralegal Studies.

Experience:

A minimum of 2 years of related experience in Regulation and Compliance preferred.

Job Knowledge and Skills:

High level of accuracy and attention to detail required. PC based software programs such as Word, Excel, Power Point and/or other programming experience a plus.

Communication Skills:

Exceptional oral and written communication skills are required. Ability to work under pressure, handle multiple assignments and deadlines.

