**Assistant General Counsel Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for an Assistant General Counsel to work closely with the business team and develop policies, practices, and guidelines concerning state, federal, and international compliance with laws and regulations.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Negotiate contracts and advise on all types of commercial matters
* Counseling senior management and providing business advice at the advanced level
* Identifies and analyzes legal issues, drafts key documents, presents clear recommendations to top management, and assures legal compliance.
* May manage attorneys in several legal specializations including tax, litigation, acquisitions, IP, etc.
* Proactively identify legal matters that require attention
* Develop practical solutions and communicate the same to the legal department’s business clients, including senior directors and Vice Presidents
* Prepares and/or reviews contracts involving various substantive areas of law: including commercial, real estate; employment-related documents.
* Represent the organization in various state and federal regulatory actions.
* Assist in the company’s acquisition activity (primarily due diligence)
* Legal research and prepare memos addressed to senior management
* Enhance the effectiveness of the legal department through the participation in staff meetings’, training, and the positive interaction with internal and external clients

### About you

* Juris Doctorate (J.D.) Degree from an accredited law school and member of a state Bar, preferably [insert name of city], in good standing  
  [insert number] years of relevant experience in a medium to a large law firm and/or corporate legal department
* Providing legal guidance to quality control functions
* Significant litigation experience on product liability and commercial matters
* Experience counseling Human Resource department on [insert name of country] labor law matters

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]