**Compliance Attorney Job Description Template**

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

We’re seeking to add to our team a dedicated Compliance Attorney who possesses the ability to manage their own caseload, has strong interpersonal and communication skills to represent clients in a wide range of claims, as well as being capable of working in both an independent and collaborative manner to meet deadlines and achieve goals.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Draft/review corporate governance-related documents (minutes, resolutions, and policies); evaluate corporate governance-related matters and assist with corporate governance initiatives
* Create, review and negotiate contracts, technology vendor agreements, non-disclosure agreements, and other legal documentation; coordinate with and assist the firm’s investment, finance, operations, and investor relations teams as it relates to all legal matters
* Respond to investor diligence questionnaires; assist with any new investment vehicles or other products, provide support to launching new business initiatives across the firm and its subsidiaries
* Perform ad-hoc and other related projects as needed

### About you

* JD from an accredited law school
* Minimum of 3-5 years of overall experience (law firm or in-house)
* Solid working knowledge of laws, regulations, and industry best practices that affect health care providers and clinical laboratories
* Team player with excellent judgment and interpersonal/communication skills
* Ability to constructively counsel and influence clients in making the right decisions
* Capacity to simultaneously handle a variety of complex legal matters with minimal guidance
* Demonstrable experience taking ownership of issues and providing practical advice
* Ability to prioritize and undertake mission-critical tasks in a fast-paced environment

### 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]