**Compliance 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 a Compliance Counsel to serve as the primary point person for a company’s ethics and compliance program, ensuring that the company exercises due diligence and sound internal controls to operate with integrity and protect against legal risk.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Examine and draft employment, real estate, and vendor contracts.
* Maintaining knowledge of organizations' operations and legal documents.
* Lead negotiations and management of customer contracts, insurance matters, and employee relations.
* Ensure legal compliance as pertains to regulations.
* Oversee compliance with corporate governance.
* Conducting legal research and reviewing the company's litigation strategy pertaining to legal actions.
* Participates in the creation of company policies relating to compliance issues.
* Promulgating and creating directives of corporate acts and decisions.
* Preserving all corporate records.
* Handling statutory filings, such as licensing forms.
* Liaising with outside counsel regarding their assignments.
* Creating new entities and managing an organization’s intellectual property.
* Analyzes and understand insurance coverage and policy forms used to create Company insurance policies.
* Drafts proposed policy language.
* Participates in the revisions to coverage forms.

### About you

* Juris Doctor degree from accredited law school.
* [insert number] years of practice with an established law firm.
* Proficient legal experience in fund investments, venture capital financing.
* Experience with corporate governance issues and corporate secretarial duties.
* Excellent verbal and written communication skills.
* Computer Skills: Ability to proficiently use computer hardware, copy, and fax machines, and phone system
* Ability to proficiently use Microsoft products, such as Word, Excel, and Outlook

### 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]