**Corporate 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 looking for a Corporate Attorney to report to the Assistant General Counsel and will be primarily responsible for handling employment legal support.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Provide guidance on a daily basis regarding matters of varying levels of complexity relating to routine employment matters as well as advice and direct investigations into more complex issues
* Manage outside counsel in the defense of charges and employment litigation
* Provide strategic legal guidance, advice, and risk management on major projects
* Identify and drive implementation of process improvements
* Provide first-line legal support for operations and safety personnel
* Review and interpret case law, statutes, and regulations and provide practical and workable recommendations that appropriately manage risk
* Offer internal counsel on a wide range of legal issues
* Operate comfortably in a highly-regulated industry
* Comfortably and credibly communicate with stakeholders at all levels of the organization

### About you

* Juris Doctor from an accredited law school is required
* Practicing employment attorney, in a law firm, corporate setting or otherwise, for 5-10 years is required
* Experience in traditional labor law is preferred but not required
* Membership and participation is encouraged in professional organizations, such as local, state, and national bar associations, as well as in industry associations
* Exceptional written and verbal communication skills
* Proven ability to provide clear advice through logical analysis of ambiguous situations
* Strong negotiating skills that lead to collaborative solutions
* Intellectual curiosity, flexibility and a desire to work in a team setting
* Ability to anticipate legal issues that may impact the Company, and provide competent and strategic advice and counsel

### 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]