**Employment Lawyer 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 Employment Lawyer to advise clients of all sizes, from tiny startups to listed companies, to help employers anticipate, manage, and resolve workplace issues.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Drafting and preparing claims, employment contracts, or other legal documentation
* Providing legal advice to clients
* Negotiating on behalf of clients
* Representing clients in court/tribunal hearings
* Working in the best interests of employers and employees
* Keeping up to date with new developments in employment legislation
* Clearly understand client requirements and confidently provide practical answers both verbally and in written form to problems whilst ensuring best practice and technical accuracy at all times

### About you

* [insert number] years of experience from a reputable legal environment specializing in employment law
* Attentive: Brilliant attention to detail, nothing ever slips through the cracks
* Efficient: Prioritises effectively, focuses on what matters; delivers on time
* Commercial: Has business acumen, practical, pragmatic and cares about the growth
* Autonomous: Likes help, but doesn’t need too much of it, owns their work and is capable of working independently, loves responsibility and working directly with clients
* Collaborative: Gets a kick out of working with smart, fun, and passionate people and learning from them
* Adaptable: Grasps new concepts quickly, rolls with the punches; improves every day
* Always positive: Loves assisting clients and creating an amazing client experience

### 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]