**Foreign 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 a Foreign Lawyer to assist the team in managing international litigation risks for major clients, assisting primarily with litigation matters originating in [insert location here].

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Review new matters received in [insert preferred language] on a daily basis and prepare short summaries for each matter
* Develop expert-level knowledge of matter flow in [insert location here]
* Review advice provided by local counsel for quality assurance purposes
* Review drafts of filings and letters prepared by local counsel in [insert preferred language] for compliance with client positions and grammatical issues
* Prepare translations of said drafts for review by the client.
* Liaise with local counsel in both English and [insert preferred language]

### About you

* Degree with a minimum G.P.A. of 3.5
* Fluency in written and spoken [insert preferred language]
* Minimum of [insert number of years] years litigation law firm experience
* Clear and concise verbal and written communication skills
* Basic knowledge of Microsoft Office suite and Adobe Acrobat
* Ability to work under pressure and with a variety of personalities
* Willingness and ability to work long hours
* Excellent professional references
* Good judgment
* High ethical standards
* Ability to travel as needed

### 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]