**In-House 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 an In-House Counsel to be in charge of providing independent, strategic legal guidance and management of organizational legal risks and opportunities.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Provide strategic advice and hands-on legal support for [insert company name]
* Foreseeing the relevant Act and subordinate statute of [insert name of country] and advise on agreements and business commitments
* Research, manage and resolve disputes between [insert company name] and other parties
* Assist with and manage other duties and special projects as requested by the General manager of [insert name of country] and head of [insert company name] legal department
* Work with the global legal team and external affairs to protect [insert company name] interests, and establish best practices for the company
* Interact with government authorities when they are conducting investigations or audits

### About you

* Holds a Juris Doctor degree
* English proficiency required
* [insert number] years of work experience as a corporate attorney
* Previous in-house experience strongly preferred
* Extensive knowledge and experience in all relevant [insert name of country] laws and regulations
* Excellent written and oral communication skills
* Ability to communicate effectively across various business functions and territories and an aptitude for working with people with diverse backgrounds and personalities at all levels of an organization
* Ability to prioritize and handle multiple tasks with accuracy, reliability, and pride in work product, under deadline pressure

### 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]