**In-House 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 In-House Lawyer to provide commercial contract expertise to all functions, and help manage [insert company name] external contractual relationships.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Provide legal and contract advice to [insert company name]’s sales, customer success, and finance teams as we expand our client reach and sign enterprise agreements with a broad range of Fortune 500 companies
* Draft, negotiate and advise our internal [insert company name] clients on commercial agreements, including the contractor, consulting, marketing, and IT services agreements
* Advice on compliance with global data privacy laws and regulations, including consumer data collection, protection, retention, security, and breach practices
* Collaborate with key members of the [insert company name] team, as well as our outside counsels (corporate, employment, real estate, etc) to help the company handle the varied legal questions that arise in the course of operating a leading technology startup revolutionizing how services are bought and sold

### About you

* [insert number] years in a law firm or in-house legal environment;
* Extensive background in a wide range of employment law matters including collective bargaining negotiations, traditional labor law, employment discrimination law, and labor grievance and arbitration hearings;
* Knowledge of [insert state] housing laws and related administrative procedures preferred;
* J.D. degree and Illinois license required

### 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]