**Legal Executive 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 Legal Executive to support a team with conveyancing and settlements, succession planning, and estates, and trust administration.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Work alongside other functions and departments within [insert company name], to provide accurate and timely advice on various legal topics
* Provide advice on contract requirements, legal risks and liabilities, with research to evaluate risk factors impacting business decisions and operations, and apply effective risk management techniques, offer proactive advice on risk factors
* Communicate and negotiate with external parties (e.g. regulators / local authorities, external counsel, etc) and adherence to deadlines in relation to these relationships
* Draft, review and approve agreements, contracts and other legal documents across the business to ensure [insert company name] rights and interests are protected
* Provide clarification as the first point of reference to business functions on legal compliance requirements, internal processes and pre-contract due diligence, contract/document drafting and review, and related issues
* Maintain current knowledge of amendments of legislation relevant to [insert company name] business in jurisdictions where the [insert company name] operates, including preparing training materials and implementing internal process

### About you

* Minimum [insert number] years of experience, either in-house or private practice
* Excellent knowledge of corporate law and procedure
* Excellent legal drafting and communications skills and proficiency in English and other languages (written & spoken)
* Excellent time management and prioritization skills, managing deadlines to meet stakeholders’ expectations
* Sound judgment and ability to analyze situations, facts and information, and full comprehension of the external environment which influences the Company’s business operations
* Strong interpersonal and presentation skills with effective communication at all levels of the organization and the ability to maintain strong relationships within various functions

### 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]