**Corporate 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 Corporate Lawyer to lead all corporate legal processes such as mergers, compliance issues, transactions, partnerships, and lawsuits. The successful candidate will have outstanding negotiation and communication skills, with sharp attention to detail.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Negotiating employee contracts
* Preparing and filing government reports
* Reviewing new business relationships with vendors and subcontractors
* Guiding managers on regulatory and compliance matters
* Administering training workshops
* Formulating employee handbooks
* Analyzing legal issues relating to proposed products
* Representing the corporation before administrative boards and court trials
* Providing supervision to outside lawyers hired to assist the corporation with their specialized legal services
* Structuring joint enterprises with other organizations
* Prepare the appropriate legal documents for trial or court proceedings
* Evaluate new business partnerships with vendors and subcontractors
* Represent the company in legal proceedings
* Design and oversee the company’s policy and position on legal matters
* Protect the company against legal risks and violations
* Examine the legal issues related to new products and services
* Negotiate deals on behalf of the company
* Guide management on regulatory and compliance issues to ensure compliance with legal regulations

### About you

* Bachelor’s degree in Law
* Licensed to practice law from the State Bar Association
* A minimum of [insert number] years’ experience as a corporate lawyer
* Excellent communication skills, both verbally and in writing
* Highly analytical with strong attention to detail
* Outstanding managerial and negotiation skills

### 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]