**Employment 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 Employment Counsel to provide professional advice and guidance with helping customers who request career advice, job searching assistance, or job placement.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Advising executive, senior management, and board on various matters such as legal rights, and new and existing laws.
* Managing the organization's legal matters.
* Examining and creating draft agreements, such as employment and vendor agreements.
* Maintaining knowledge of the organization’s operations and legal documents.
* Conducting legal research and reviewing the company's litigation strategy pertaining to legal actions.
* Promulgating and creating directives of corporate acts and decisions.
* Preserving all corporate records.
* Handling statutory filings, such as licensing forms.
* Liaising with outside counsel regarding their assignments.
* Creating new entities and managing an organization's intellectual property.

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### About you

* Juris Doctor from accredited, top-tier law school
* [insert number] years practice with an established law firm
* Proficient legal experience in fund investments, venture capital financing, and M&A.
* Experience with corporate governance issues and corporate secretarial duties.
* Excellent verbal and written communication skills.
* Knowledge of statutes, rules and regulations pertaining to businesses.
* Proficient understanding of business sensitivities and confidentiality.

### 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]