**Legal Analyst 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 Analyst to partner with R&D, Commercial and functional internal clients to provide legal support in a wide range of contract matters (drafting, reviewing, negotiating), legal opinions, risk management, and corporate legal matters.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Draft, review, and negotiate various commercial contracts, with an emphasis on vendor and procurement agreements, colocation facilities agreements, telecommunications contracts, and construction contracts.
* Provide practical, business-oriented advice directly to business clients.
* Ensure proper contract fulfillment in accordance with company policies, legal requirements, and specifications.
* Coordinate between departments to facilitate the completion and execution of various projects.
* Support the implementation of existing agreements and practices.
* Work with the team to create, maintain, and manage contract files and information flow.
* Prepare reports and transaction memos and perform legal research.
* Review and update policies and procedures.
* General corporate legal representation as needed.
* Perform other assignments or duties as required.

### About you

* Strong knowledge and understanding of legal documents.
* Excellent analytical, written, and verbal communication abilities.
* Independent judgment for issue identification and creative resolutions.
* Excellent customer service in working with various departments and customers.
* Ability to manage a high volume workload in a fast-paced environment.
* Excellent organizational and time management skills to meet competing deadlines.
* Strong attention to detail.
* Willingness to assist the legal team in a wide variety of matters.

### 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]