**Legal Officer 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 Officer who will be responsible as a thought partner and collaborative visionary for shaping, managing, and driving litigation strategy.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Advising on a wide range of legal matters, including regulatory, operational, and employment issues to support the firm’s growth and international business strategy.
* Managing the regulatory coverage for the firm’s global trading activities, liaising with regulators, exchanges, and trading counterparties in multiple regions.
* Supporting the team by advising on customer deals, including drafting templates and customized agreements on an ad-hoc basis.
* Working closely with the team in customer on-boarding, providing guidance on securities law and regulations.
* Drafting and reviewing employment agreements, ensuring compliance with jurisdictional labor laws and regulations.
* Providing legal counsel around matters of intellectual property, software licenses, and operational policies and procedures.
* Liaising with external legal counsel to obtain guidance and reach a resolution on highly specialized legal matters.

### About you

* Juris Doctor from an accredited law school
* [insert number] years Post Qualification Experience at a major law firm or an in-house legal department in the financial services industry is required
* Understanding of securities and derivatives law, with experience drafting and negotiating options-based agreements
* Experience with a variety of asset classes markets experience a plus
* Strong commercial awareness with good negotiation and project management skills
* Ability to work in a fast-paced and deadline-oriented environment
* Excellent interpersonal skills and professionalism to interact well with internal and external stakeholders

### 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]