**Legal Specialist 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 Specialist to maintain status on contract actions, prepare various contract instruments and related documents, research contracts and provide other legal support as needed.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Prepare draft legal opinions in response to queries raised, following general instructions given by supervisor
* Perform preliminary review of the legal aspects of project proposals, draft agreements, correspondence, and other texts and provide appropriate comments to the corresponding supervisor
* Draft or assist in the drafting of legal documents for the final review of a supervisor
* Draft legal memoranda and other legal documents including administrative contracts and agreements such as contracts of engagement of personnel, consultants, and contracts awarded for the procurement of goods or services
* Prepare and follow up on filings before national entities to establish, maintain, and protect the intellectual property and other legal commercial rights
* Prepare draft recommendations concerning intellectual property and commercial issues
* Prepare, review, draft, and negotiate copyright, trademark, and patent license agreements
* Assist in the preparation of briefs to represent in proceedings before appeal bodies and administrative tribunals as well as other judicial or quasi-judicial bodies
* Assist in the selection and analysis of relevant international and national legal materials for the preparation of reports or legal opinions
* Prepare background materials, reports, papers, and other documents as requested by the supervisor

### About you

* A minimum of [insert number] of experience as a legal assistant, paralegal, contracts administrator, or other relevant capacities in a law firm or corporate legal department environment
* A minimum of [insert number] years of experience drafting commercial contracts preferred
* High proficiency in Microsoft Office product suite (including Word, Excel, and PowerPoint)
* Experience with contract management solutions preferred
* Ability to work in a fast-paced and dynamic environment
* Ability to manage and set priorities effectively
* Meticulous attention to detail and quality of work product
* Superior verbal and written communication skills for multiple audiences including staff, management, and senior executives
* History of being a team player and willingness to contribute wherever needed
* Ability to communicate and deal effectively with diverse individuals at all organizational levels
* Professional, personable, approachable, and courteous demeanor
* Must be organized and comfortable with multi-tasking, with proven ability to handle multiple projects, prioritize and meet deadlines
* Demonstrate good judgment and professionalism, and exhibit flexibility and versatility to provide support

### 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]