**Transaction Attorney 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 Transaction Attorney to be responsible for handling sophisticated professional services agreements, master service agreements, engagement letters, statements of work, non-disclosure agreements, and other associated matters for clients across various industry sectors. You will work hand-in-hand with internal business teams, subject matter experts, and risk management and assist the more senior attorneys on the team.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Drafting, negotiating, and advising stakeholders with respect to complex commercial contracts with clients and third-party service providers
* Investigating and resolving disputes arising in connection with the company’s relationships with clients and third-party service providers
* Educating internal clients with respect to the positions and issues that arise during contractual negotiations
* Working with internal clients to solve legal, risk, and business issues that arise in commercial transactions
* Understanding and applying regulatory changes to new and existing contracts
* Managing and prioritizing multiple concurrent projects
* Participating in various activities related to corporate governance, regulatory compliance, and third-party risk management
* Populating and maintaining contract files and repositories
* Assisting with policy and procedure drafting and review

### About you

* Law degree from accredited law school
* Current state bar admission
* Experience in transactional/corporate matters
* Ability to effectively prioritize work and business needs
* Comfort with a dynamic, often-changing environment
* Detail-oriented, flexible, and collaborative team player
* A high degree of multi-tasking capability
* Experience with transfer transactions and related issues will be a strong differentiator for potential candidates

#### 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]