

OGC Attorney – Global Commercial Transactions

Department: Office of the General Counsel

Organizational Relationship: Reports to Assistant General Counsel

FLSA Status: Exempt

Last Updated: November 3, 2023

General Summary:

Working within the Office of the General Counsel as an integral part of the firm's Contract Review Team, the OGC Attorney – Global Commercial Transactions will be responsible for the assisting with legal review of the firm's contracts with outside vendors in order to ensure that each contract executed on behalf of the firm is reviewed for significant legal, risk management, and business issues. This position will review and negotiate contracts firm-wide, will interface with personnel who are points of vendor contact, and will work closely with other members of the firm's Contract Review Team and various subject matter experts within the firm to ensure that contracts are reviewed, revised, negotiated, and executed on a timely basis.

Essential Duties and Responsibilities

"Essential duties" are those that an individual must be able to perform with or without reasonable accommodation.

1. Assists with legal review of the firm's contracts with outside vendors as a member of the firm's Contract Review Team.
2. Ensures that each contract executed on behalf of the firm is reviewed for significant legal, risk management, and business issues and recommends modifications to contract language as appropriate.
 - a. Ensures that all contracts adequately protect the firm's interests and do not expose the firm to unnecessary risk.
 - b. Ensures that relevant privacy and security concerns in relation to each executed contract are addressed.
 - c. Ensures that each contract's terms and conditions are consistent with the firm's policies and standards.
3. Ensures that contracts are reviewed, revised, negotiated, and executed in a timely manner.

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4. Consults with the owner of the vendor relationship and other relevant stakeholders to determine the firm's strategy for negotiating business terms. May be asked to negotiate directly with a vendor when strategically appropriate for the relationship.
5. Participates in training and outreach initiatives across the firm to introduce the contract review process.
6. Develops and maintains strong, productive, and interactive relationships with staff, managers, and senior leaders throughout the firm. Leverages these relationships to ensure that the contract review process results in the best possible contract for the firm while maintaining a positive perception of the value provided by the Contract Review Team.
7. Works closely and collaboratively with the firm's Office of the General Counsel on various risk management projects as needed.
8. Completes special projects regarding various issues as needed.
9. Promotes effective work practices, works as a team member, and shows respect for co-workers.

Position Specifications

Education

- J.D. degree from an ABA-accredited law school is required.
- Active bar membership in California, Illinois, New York, or Washington, D.C., or an ability to apply for membership in 90 days and become an active member within 1 year of hire, is required.

Work Experience

- At least 2 years of relevant experience practicing law, including in contract drafting and negotiation, is required.
- Previous in-house experience is preferred.

Knowledge, Skills, and Abilities

- Advanced knowledge and skill in contract drafting and negotiation.
- Ability to undertake large, long-term projects, develop alternative methods to complete them, and implement solutions.
- Ability to establish and implement consistent procedures and display a strong attention to detail in all work product.
- Exceptional professional interpersonal skills; ability to effectively interact with attorneys, management, staff, and outside contacts.
- Demonstrates initiative, self-motivation, and an ability to work independently.
- Ability to work in a team environment with a customer service focus.
- Advanced ability to perceive and analyze problems and develop alternative strategies to solve them.
- Exceptional communication skills, both written and verbal; able to convey complex work results or firm policies in a clear, concise, and tactful manner.
- Ability to handle confidential and sensitive information with the appropriate discretion.
- Organizational and analytical skills needed to manage time well, prioritize effectively, and handle multiple deadlines.

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- Ability to analyze and evaluate the work of others to ensure compliance and accuracy.
- Knowledge and proficiency in PC applications, including MS Office.

Physical Demands

- Extensive time using a computer including use of a PC keyboard and mouse or similar data input devices are required.

Working Conditions

All Latham & Watkins positions are in a typical indoor office environment.

The statements contained in this position description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time, and from location to location.