

US Legal Counsel Job Description

The primary function of the Legal Counsel is to review and negotiate commercial contracts for Purolator International. In addition to that primary function, Legal Counsel provides analysis and counsel with an enterprise-wide view on the business to anticipate and guard against legal risks.

Legal Job Functions:

- Contracts: draft, negotiate, and amend all contracts including
 1. Support Sales with onboarding customers or retaining/growing existing business through drafting reviewing and negotiating agreements with customers as well as responding to legal provisions in RFPs
 2. Drafting and updating various commercial contracts with suppliers including carriers, brokers, consultants as well as licenses and commercial leasing arrangements
 3. Collaborating with the Legal Sales Contracts team in Canada in connection with updating standard form agreements and terms and conditions of service
- Compliance: review and evaluate compliance issues
 1. Interact with state and federal agencies to ensure corporate filings are in order
 2. Review bankruptcy filings from a creditor's rights perspective; monitor U.C.C. filings; maintain Copyright and Trademark filings and associated licensing agreements
 3. Maintain all federal, state and local business and regulatory licenses (i.e., initial registration and renewals)
- Provide legal support to 401K committee
- Interact and liaise with Legal Department in Canada, attend regular meetings virtually
- Monitor changes in the law and assess their impact on Purolator's business, draft policies and procedures to assist with compliance

Managerial Functions:

- Supervise paralegal's day-to-day activities including reviewing work
- Manage external legal counsel in the US

Knowledge, Skills, and Abilities Requirements

- Strong knowledge of corporate and commercial law
- Strong interpersonal, analytical and communication skills
- Ability to rely on extensive experience and judgment to plan and accomplish goals

Education and/ or Work Experience Requirements:

- JD Degree from an accredited law school
- 5+ years of experience as an attorney and admitted into the state bar or qualify for in house counsel admission
- 3+ years of Corporate/Commercial contract negotiations experience gained in a large law firm or corporate legal department
- Familiarity with transportation/logistics, employment, anti-trust, foreign corrupt practices and privacy laws would be considered an asset as would international business experience.