

New Hampshire Ball Bearings, Inc. - Laconia, New Hampshire

Associate Attorney

Full-time Position

Please send resumes to: nparker@nhbb.com

Description - Corporate Counsel

KEY RESPONSIBILITIES:

1. Review, revise and draft a broad range of contracts including, but not limited to confidentiality and non-disclosure agreements, purchase and pricing agreements, and sales agreements.
2. Present contract issues and concerns to internal business team and customer/vendors to resolve issues to the mutual satisfaction of both parties within legal requirements.
3. Review, revise and draft other legal documents and correspondence as needed.
4. Facilitate signature process for various legal agreements and other contracts and documents as needed and distributing copies of signed documents to internal clients and to the contract database.
5. Assists with tracking of internal requests for contract review and drafting. This will also include creating a new matter file or confirming file exists.
6. Stay up to date on federal, state, and local legal requirements in assigned areas by studying existing and new legislation.
7. Conduct legal research as needed.
8. Working on compliance issues and Government Terms and conditions.

Requirements:

- Juris Doctor with excellent academic and/or legal professional and/or background working collaboratively with a business team.
- Experience in contract review and negotiation
- Experience in manufacturing a plus

MINIMUM EXPERIENCE REQUIRED:

One (1) to Three (3) years of experience in an in-house legal department or law firm or background in business.

ADDITIONAL QUALIFICATIONS:

Requires working knowledge of contracting and interpretation of contract terms. Requires excellent written and verbal communication skills, solid analytical skills, excellent organizational skills, attention to detail, and excellent interpersonal skills and research skills. Capable of working in a fast paced, rapidly changing environment. Ability to handle multiple priorities within tight timeframes. Initiative and ability to take on projects with minimal supervision. Ability to deal with internal clients and confidential and proprietary information.