

We are looking to hire a general corporate, contracts and transaction lawyer for our global legal team, reporting to our Chief Counsel, Technology and Intellectual Capital. The role primarily would be to (1) review, prepare and negotiate contracts for various internal infrastructure departments such as Treasury, IT, Marketing, Public Relations, and Research, (2) draft and oversee the maintenance and communication of our global corporate governance policies and enterprise risk guidelines, and (3) assist in the management of the legal aspects of our intellectual property globally, including trademarks, copyrights and patents. The position is full-time (including the possibility of 4 days per week if preferred) and located in Chicago (downtown). The ideal candidate would have at least 3-5 years of law firm or in-house experience specializing in general corporate law, contracts or general business law with significant experience negotiating contracts and working on corporate policies. The job description is below.

If you would like more details – or if you or someone you know may be interested – please reach out to Gabriela Cleveland at gabriela.cleveland@am.jll.com.

General Corporate, Contracts and Transactions Lawyer

Responsibilities:

- Review, prepare and negotiate contracts for various internal infrastructure departments such as Treasury, IT, Marketing, Public Relations and Research
- Provide legal assistance in the development, review and updating of firm policies, procedures and template agreements, including communications and training
- Assist in the management of the legal aspects of our intellectual property globally, including trademarks, copyrights and patents
- General corporate legal work as necessary from time to time, including the legal needs of the Company's support functions (IT, HR, Communications, etc.)
- Liaise with the firm's Risk Management Department to identify/assess liability for provision of services
- Exercise good commercial judgment to understand business needs and provide appropriate and responsive legal support
- Act as internal clients' trusted colleague who coordinates strategy with respect to commercial contracting, compliance, contractual disputes, and best practices
- Enhance and support the department's technology solutions and knowledge management efforts
- Supervise outside counsel (limited)

Requirements:

- Juris Doctorate from an accredited law school
- Licensed to practice law in Illinois
- A minimum of 3-5 years' experience in a law firm or in-house specializing in corporate law and/or general business law with significant experience negotiating contracts
- Experience with a variety of commercial contracts, including vendor agreements

- Ability to conceptualize and articulate practical and creative solutions to meet business need and legal requirements
- Ability to work independently, but also collaboratively in a team environment
- Excellent judgment, positive personality and sense of humor
- Ability to coordinate multiple projects concurrently and managing multiple deadlines and priorities across internal departments