

US Contract Lawyer Job Description template

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We are seeking a skilled US Contract Lawyer to join our legal team. The Contract Lawyer will draft, review, and negotiate contracts to ensure compliance and mitigate risks. This role requires attention to detail and strong negotiation skills. The ideal candidate should have a deep understanding of contract law and prior experience in a similar role.

US Contract Lawyer Job Profile

A US Contract Lawyer is responsible for managing all aspects of contract creation and negotiation within the company. They work closely with various departments to ensure legal compliance and protect the company's interests. This position requires strong legal research skills and the ability to handle multiple contracts simultaneously.

Reports To

The US Contract Lawyer reports to the Head of Legal or General Counsel.

US Contract Lawyer Responsibilities

- Draft, review, and negotiate contracts with clients, vendors, and partners.
- Ensure all contracts comply with legal and regulatory standards.
- Identify and mitigate potential risks in contract terms and conditions.
- Advise internal teams on contract-related issues and legal implications.
- Collaborate with other departments to understand contractual needs and requirements.
- Maintain organized records of all contracts and related documents.
- Stay updated on changes in contract law and industry standards.
- Resolve contract disputes and manage contract renewals and terminations.

US Contract Lawyer Requirements & Skills

- Juris Doctor (JD) degree from an accredited law school.
- Active license to practice law in the United States.
- Proven experience in contract law and contract management.
- Strong negotiation and communication skills.
- Ability to interpret complex legal documents and language.
- Experience working with cross-functional teams.
- Detail-oriented with excellent analytical skills.