

SHARON GERBER ATTORNEY SEARCH, INC.

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Associate General Counsel Search-Houston

We are conducting an **exclusive** search for a stable business and admired company who is seeking an **Associate General Counsel** with 2-5 years experience for its **Houston** office. Our client is a well-respected long-term industry leader.

The Associate General Counsel will provide a broad range of legal support to help achieve the company's business objectives. The Associate General Counsel will be responsible for preparing, negotiating and managing corporate contracts, leases, purchase and sale agreements, and providing guidance and assistance on other various legal matters. This role will support and directly report to General Counsel.

This position offers an opportunity to do a variety of quality work and assume significant responsibility in a smaller legal department and collegial environment with work/life balance.

The ideal candidate will possess a positive, collaborative, collegial attitude and a willingness to work with various business units.

Responsibilities

- Review, draft and assist in the negotiation of various commercial contracts and agreements including leases, lease amendments, SNDAs, estoppels, waivers, defaults and demands, purchase agreements, surveys, title surveys and other commercial real estate related documents.
- Maintain a strong working knowledge of compliance and regulatory agency laws, rules and regulations in a multi-state environment, as well as, restaurant industry trends and best practices.
- Review and/or draft position statements and other communications in response to regulatory inquires
- Support the continuous improvement of standard form agreements, legal processes and policies, and contract management.
- Provide advice and counsel to the company's compliance staff on regulatory matters.
- Advise management on various legal issues relating to the business of the Company.

Required Knowledge & Skill Sets

- Ability to flexibly adapt to changing priorities and demanding deadlines.
- Ability to timely support multiple complex assignments with superior legal work products and/or practical legal advice are essential to success in this position.

- Detail oriented with excellent verbal and written communication skills.
- Strong organizational skills including maintaining internal reports.
- Ability to read and interpret complex laws, regulations, court decisions, reports, and documents and translate complex information quickly to provide business risk evaluation and recommendations for key decisions.
- Ability to formulate innovative solutions to mitigate legal risk in a manner that supports business objectives and priorities.

Additional Requirements

- Ability to handle multiple assignments on a timely basis with a high degree of accuracy.
- Ability to communicate effectively, both written and verbally.
- Must be able to work well under pressure.
- Occasional travel

Qualifications

- J.D. degree from an ABA-accredited law school
- A member in good standing with the **TEXAS** State Bar
- Minimum of 2 years' relevant experience working with transactions, contract review and compliance
- Strong knowledge of legal and compliance issues related to areas of responsibility
- A stable work history
- Ability to work independently and effectively represent Legal Department as part of multi-functional team
- High degree of ethical standards and professionalism with the ability to cultivate and maintain a positive working environment with all levels of management, coworkers, counter parties and regulators
- Proficient in the use of Microsoft Office products (Word, Excel, etc.)
- Previous experience in the Retail/Restaurant/Hospitality industry is highly desired

Additional Application Instructions

- Qualified candidates, please forward your resume ASAP in word.doc format to Sharon E. Gerber, Esq. by email by clicking Apply to this Job below.
- Please include work and cell contact numbers.
- Unfortunately, due to the anticipated volume of resumes, we are often unable to respond to each candidate.
- We will contact you IF your background is a fit prior to submitting your resume.

Compensation

Competitive salary, bonus, and benefits

Check us out on LinkedIn:

<https://www.linkedin.com/in/sharon-gerber-81a3004>