

## **Associate Attorney (Entry Level)**

Please send resumes to: [nparker@nhbb.com](mailto:nparker@nhbb.com).

### **JOB PURPOSE:**

Provides legal support to the NHBB and affiliate Legal Departments.

### **KEY RESPONSIBILITIES:**

1. Coordinate compliance programs.
2. 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.
3. Review, revise and draft other legal documents and correspondence as needed.
4. Facilitate signature process for various legal documents and correspondence 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 files or confirming files exists.
6. Stay current on federal, state, and local legal requirements in assigned areas by studying existing and new legislation; advising workforce on needed actions as directed.
7. Conduct legal research as needed.
8. Other duties as assigned or directed.

### **Requirements:**

- Juris Doctor with excellent academic and/or legal professional background
- Experience in manufacturing a plus
- Experience in contract law strongly preferred

### **MINIMUM EXPERIENCE REQUIRED:**

Entry level legal position.

### **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, computer skills, inclusive research skills, proficiency in Excel and Power Point. Capable of working in a fast paced, rapidly changing environment. Ability to handle multiple priorities within firm deadlines. Initiative and ability to handle priorities/projects.

We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.