



**JOB DESCRIPTION**

**DATE: December 29, 2020**

<b>JOB TITLE:</b> Corporate Counsel	<b>FLSA EXEMPTION:</b> Exempt
<b>DEPARTMENT:</b> CFT	<b>JOB GRADE:</b> L2

**JOB DESCRIPTION:**

**Summary of Job Scope and Expectations:**

The Corporate Counsel is responsible for negotiating and reviewing a variety of corporate documents under the oversight of a senior attorney, particularly in the areas of alternative investments, real estate finance, estate planning, and general corporate law. This position also advises and supports other departments on legal and compliance issues involving tax, finance, accounting, and operational issues involving LLCs. The Corporate Counsel may develop and coach paralegals and less experienced attorneys.

**Essential functions:**

The essential functions in this job description are not all-inclusive of this job's duties and responsibilities. Reliable and dependable attendance is required.

<b>Descriptions</b>
<ul style="list-style-type: none"> <li>Negotiates and advises on corporate legal documentation such as operating agreements, limited partnership agreements, subscription agreements, beneficial ownership forms, non-disclosure agreements, loan documents, amendments, trust documentation, entity transfers, and provides legal support to business partners.</li> </ul>
<ul style="list-style-type: none"> <li>Coordinates with outside counsel to provide legal support to business partners on transactional projects. Provides reports and projections on outside counsel legal spend and work volume.</li> </ul>
<ul style="list-style-type: none"> <li>Forms entities and LLCs and oversees annual maintenance and renewal requirements.</li> </ul>
<ul style="list-style-type: none"> <li>Advises and supports other departments as to compliance issues involving business strategies and initiatives. Educates associates about emerging and developing areas of the law and legislation affecting the company. Drafts and coordinates policy and procedural review and compliance projects.</li> </ul>
<ul style="list-style-type: none"> <li>May develop and coach paralegals and less experienced attorneys as directed. Contributes to building a cohesive legal and business team.</li> </ul>

**JOB REQUIREMENTS:**

- JD degree and licensed to practice law
- 3 to 5 years of corporate legal or real estate legal experience
- Successful completion of annual store training.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to demonstrate and teach Panda's Mission, Values, and Culture
- Board understanding of commercial contracts, corporate compliance, and transactions
- Strong computer/technology skills and proficient in Microsoft Office Suite
- Strong time management, prioritization, and organization skills

*Mission: Deliver exceptional Asian dining experiences by building an organization where people are inspired to better their lives.*



- Strong communication (oral and written), listening, customer service, and presentation/training skills
- Strong analytical, negotiation, and legal document drafting skills
- Financial and project management and analysis skills
- Critical thinking, assessment, and analytical skills
- Leadership and relationship building (internal and external) skills
- Ability to train and mentor other associates
- Ability to work with outside consultants and counsel
- Ability to conduct negotiations
- Ability to conduct legal research related to corporate legal issues
- Ability to solve a variety of problems independently
- Ability to present to large groups within the company
- Ability to enroll others in company initiatives
- Ability to work positively with other CFT departments (“win/win”)
- Ability to embrace change and continuous learning

**COMPETENCIES:**

The following are Panda Leadership Competencies for Professional:

- Listening
- Peer Relationships
- Functional/Technical Skills
- Business Acumen
- Comfort around higher management
- Planning
- Self Knowledge
- Customer Focus
- Integrity and Trust

**SUCCESS MEASURES:**

- Contribute to building and sustaining the Panda mission and culture
- Produce and oversee accurate and timely legal work products
- Other departments indicate a high level of satisfaction with legal services provided through customer service survey
- Identify and help prevent unnecessary legal exposure
- Effectively conduct legal research and special projects for CFT leadership

**POTENTIAL CAREER PROGRESSION:**

The following job titles or job categories are examples of potential career opportunities and are not intended as a guarantee of promotion. These career paths can change at any time.

- Senior Corporate Counsel

**WORK ENVIRONMENT:**

- Office conditions

**HOW TO APPLY:**

Please email your resume to Will Mak, Senior Corporate Counsel, at [will.mak@pandaRG.com](mailto:will.mak@pandaRG.com)

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