

## Senior Legal Counsel

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Company: IBPM

Location: Poland

Category: other-general

Senior Legal Counsel - Lodz

117096BR

Job Description

Currently we are looking for candidates for the position of:

### Senior Legal Counsel

Location: Lodz (hybrid work) /Poland (remote)

#### Responsibilities:

Undertake drafting structuring and reviewing a broad range of commercial agreements such as Master Service Agreements, Local Service Agreements, Alliance Agreements, License Agreements, Teaming Agreements, Vendor Agreements, Business Alliance Partner Agreements, Non-disclosure Agreements, Letter of Engagements, Statement of Work, Data Transfer Agreements, Payment strategies and other agreements relevant to the IT and ITeS industry.

Review proposals, assisting in preparing proposals and providing assistance in responding to tenders, RFP's etc.

Participate in contract negotiations with both internal business teams and clients/vendor (across multiple jurisdictions).

Assist with dispute resolution relating to commercial contracts.

Collaborate with various internal and external stakeholders for addressing contractual requirements/queries.

Collaborate with the global legal team and support with global legal matters in line with the guidelines of the group/corporate legal team.

Work on group/corporate legal projects, assignment, matters in line with the guidelines of the group/corporate legal team.

Advise internal stakeholders on legal matters pertaining to policies and/or litigation, regulatory compliance, contractual positions and labor matters by assessing the risk and proposing appropriate mitigations.

Co-ordinate and support in formulating legal strategy of the company for legal matters/ litigations pertaining to the Company.

Review and approve contracts, compliance submissions, work visa applications, regulatory requirements and internal policies.

Analyzing legal issues and issues related to commercial risks, and presenting clear recommendations, and assuring legal compliance.

Creating and managing standard templates and knowledge repositories in line with the group level legal mandates. Support with standardizing processes for effective delivery of legal support.

Advising on various risk management strategies, cross-border legal issues and coordinating with external counsels.

Training and mentoring of new joiners and junior members of the legal team.

Support with investigations of violations of policy on business ethics, anti-bribery and corruption and immigration

Support with inspections/audits conducted by government agencies and external auditors.

Track laws and regulations that are relevant to the Company's business and policies.

As and when required represent the Company before government offices for application,

petition, transaction or legal matter.

Represent the Company and participate in activities, programs and initiatives of industry associations.

Conduct legal and ethics trainings to internal teams and vendor personnel on-site.

Assist in preparing board resolutions and filings done with KRS, authorities

## **Requirements**

Member of the Polish Bar Council

At least 10 years in the practice of law

At least 5 years of experience as Counsel in an BPO/IT Company

At least 5 years of experience in litigation and handling of labor and immigration cases

knowledge of contracts, business laws and regulations, labor, immigration, data privacy, intellectual property, customs and tax laws

Strong background in review and negotiation of technology and business process management contracts, vendor contracts, and other business contracts

Good communication, drafting and research skills.

Good domain knowledge (including understanding of Commercial and Data Privacy laws).

High cognitive ability and ability to conduct effective negotiations.

Analytical ability to tap and integrate all relevant data and to quantify all risk elements.

Ability to represent (internally and externally) the best interests of the organization.

Ability to identify customer/stakeholder needs and provide inputs for solutions, whilst adhering to company policies.

Good people management skills and ability to build collaborative partnership with internal/key stakeholders.

Ability to provide timely legal advice to the business stakeholders and support with pressing matters and deliverables.

Ability to foster a culture of learning, sharing and constant improvement of legal knowledge management.

Country

Poland

Interest Group

IBPM

Company

IBPO Poland

Role Designation

5315ASRLSG Senior Legal Counsel

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