

Contract Counsel

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Company: Linked4HR Human Resources Consultancies LLC

Location: Beirut

Category: other-general

We are looking for a highly motivated **Contract Counsel** to join a group of seasoned international legal professionals based at our client's **Center of Excellence in Beirut, Lebanon**. The ideal candidate will have experience working in an in-house legal department with a focus on contract law.

Role and Responsibilities

We are seeking a highly motivated Contracts Counsel to join our team. The ideal candidate will have experience working in a law firm or in-house legal department, with a focus on contract law. The Contracts Counsel will be responsible for:

Drafting, reviewing, and negotiating a variety of contracts and agreements, including but not limited to, client contracts (services and sales contracts), vendor contracts, licensing agreements, confidentiality agreements and employment agreements.

Ensure that all contracts are generally enforceable in compliance with applicable laws and regulations.

Provide legal guidance and support to clients regarding contract-related matters.

Conduct legal research and stay up to date on relevant laws and regulations.

Collaborate with other members of the legal team to provide comprehensive legal solutions to clients.

Manage and prioritize a large volume of contracts and agreements.

Qualifications and Education Requirements

Required Skills / Qualification

LLB, Juris Doctor or higher-level law degree.

3 to 5 years of experience drafting/negotiating commercial contracts, gained either in a law firm or an in-house legal department.

Strong analytical and problem-solving skills.

Excellent written and verbal communication skills.

Ability to manage multiple projects simultaneously and prioritize tasks effectively.

Strong attention to detail and organizational skills.

Ability to work independently and as part of a team.

Preferred Skills / Qualification

Experience acquired working within mature organizations (law firm or international organization).

Knowledge of Corporate Compliance Programs (training, administration, etc.).

Experience providing Contracts-related training to non-legal professionals.

Experience working with clients/colleagues across multiple territories/time zones.

Familiarity with legal project management tools and software.

Familiarity with billing/time logging software/platforms (e.g., Clio).

Familiarity reviewing commercial contracts with AI tools.

Languages

Must be fluent in:

English

Arabic

French

Good to have

Spanish

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