



Job title: Associate Counsel

Work Location: Buffalo, NY

Division/Department: Superior Shared Services, Inc.

Reports to: Senior Counsel

Job Purpose:

Responsible for providing legal counsel and representation to the organization.

Essential Duties and Responsibilities:

- Assist Senior Counsel with the management of legal business matters pertaining to the organization;
- Provides a variety of general corporate and commercial legal services to senior management, branch staff and corporate staff;
- Acts as advisor on legal issues involving the organization's government and regulatory compliance, and state and federal employment law matters;
- Assists Senior Counsel with the review of legal data and advises organization on appropriate legal action to be taken;
- Assists Senior Counsel in representing the organization in legal or regulatory disputes;
- Coordinates legal matters handled by outside counsel;
- Assists Senior Counsel with the investigation and response of both federal and state wage and hour claims as well as discrimination Charges filed against either the Company or Company's Customer;
- Maintains confidentiality and protects operations by keeping employee and Company information confidential;
- Assists Company in developing innovative approaches to legal issues in support of strategic business initiatives and objectives.

Qualifications and Skills:

Required:

- Law Degree from an accredited law school;
- Admitted to the Bar in New York
- 2-5 years' experience in general corporate matters, including corporate organization, employment law,

regulatory matters, and contract management.

Preferred:

- Experience with joint-employment arrangements, insurance and risk management, and immigration
- Experience drafting and negotiating IT related Agreements including software and license agreements, and trade-mark law;
- Prior experience successfully working in a fast-paced environment where the demands and directions of the work are constantly changing;
- Solid communication and presentation skills, both internally and client-facing;
- Excellent research, analytical skills, creative problem solving, organizational, and written and verbal communication skills, including spelling and grammar;
- Strong interpersonal skills, able to motivate and drive collaboration with managers, other departments, and stakeholders without direct authority over those groups;
- Established ability to manage multiple content projects on short deadlines;
- Works well independently and within tight deadlines;
- Ability to build consensus and work effectively with management, clients, or within a cross-departmental team.

Work Environment:

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, telephones, photocopiers, filing cabinets and fax machines.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Travel:

A limited amount of business travel may occur to represent the Company, as business needs dictate.