

# HIRING!

Sumitomo Rubber USA is seeking a Staff Attorney to join its growing legal team. This individual will directly support the VP, General Counsel, by working with external and internal clients (including HR, purchasing, finance, etc.), as well as other members of the legal team.

## **Essential Functions/Duties:**

- Assist in the management of outside counsel relationships and requests.
- Provide in-depth analysis and application of various state/local statutes and regulations.
- Review and advise on various contract and related legal matters.
- Coordinate litigation, including responses to discovery demands.
- Responsible for extensive document review and organization.
- Analyze and summarize complicated legal documents and prepare detailed reports and memoranda.
- Other duties as assigned by the VP General Counsel.

## **Required Qualifications, Knowledge, Skills, and Abilities:**

- J.D. and admission to the New York Bar.
- Must have 2-4 years of experience gained in law firm and/or in-house (newly admitted attorneys considered).
- Strong interpersonal and presentation skills and the ability to communicate effectively at all levels of the organization.
- Experience in establishing and maintaining strong relationships working across divisions and with external organizations.
- Effective communication skills.
- Demonstrated multi-tasking and prioritization skills in a fast-paced, dynamic organization.
- Demonstrated ability to work independently and self-manage workload.
- Excellent computer skills including the use of Microsoft Word & Excel software applications.
- Demonstrated good judgement and decision making ability.
- Demonstrated ability to maintain strict confidentiality in matters of significance.

**Sumitomo Rubber, USA offers competitive compensation and benefits packages. If you are interested in this opportunity, please apply at [www.sumitomorubber-usa.com](http://www.sumitomorubber-usa.com)**