

## Contract Manager/Legal Counsel (part-time)

- Opportunity to join a highly successful, privately owned software company
- Main legal point of contact for the growing French branch

### Company Description:

Levi, Ray & Shoup, Inc. (LRS), founded in 1979, is a privately held multinational corporation headquartered in Springfield, Illinois. LRS is consistently ranked in the list of top software companies of Software Magazine's annual Software 500. We employ more than 600 people worldwide in North America, Europe, Asia, and Australia.

### Job Overview:

This is an exciting opportunity to join the EOM division of Levi, Ray & Shoup, Inc, a leading US software company, in its French branch. The ideal candidate wants to learn and work within a supportive team and build a long-term future with LRS. As the main legal point of contact for the growing French branch, the role requires drafting, reviewing and negotiating commercial agreements.

### Responsibilities:

- Act as the main legal point of contact for the French branch, escalating issues as appropriate to the Senior Counsel EMEA, based in UK.
- Draft commercial agreements for EMEA North (primarily France) to reflect the agreed commercial terms, with an emphasis on software license agreements, maintenance agreements, professional services agreements and confidentiality agreements. This usually involves customising LRS's legal templates but occasionally requires the review of the counterparty's legal agreement.
- Negotiate with the counterparty in accordance with internal playbook and policies.
- Manage the execution of agreements and recording them in internal systems.
- Advise on existing agreements and other ad hoc legal issues.
- Provide input and advice on French data protection and employment issues.
- Help translating legal documents between French and English.
- Monitor French & EU legislation and alert legislative changes likely to affect LRS.
- Provide input into and ongoing update of LRS legal templates.
- Legal research and general legal assistance.
- Liaise with the EMEA finance team for client invoicing.
- Limited office administration.

Fluent spoken and written English and French is required, as is a relevant qualification and/or experience of drafting and negotiating commercial legal agreements. Software industry experience is desirable. This is a permanent position, reporting into the Senior Counsel EMEA. It is a part-time position (approx. 25 hours/week) and currently based at LRS's Paris (Gare de Lyon) office but there is flexibility for the right candidate. Salary negotiable depending on experience. For more information see [www.lrsoutputmanagement.com](http://www.lrsoutputmanagement.com) To apply, send CV and covering letter to [EU.Legal@lrs.com](mailto:EU.Legal@lrs.com) by 14th June 2019.