

## Job Description – Contracts Specialist

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modCounsel is a better model for growth companies to engage legal services. Our mission is to bring the capability of an enterprise legal function to fast scaling teams. From contract review, to corporate and regulatory, and transformational projects with legal operations, modCounsel delivers impact to its clients from day one. We are a minority owned and operated company seeking talent who shares our commitment to creating a healthier work environment for everyone.

### Our Ideal Candidate

You are an excellent negotiator and collaborator needed by growth companies. You are the go-to person for business leaders when they need metadata of all contracts essential that help their decision-making. You are an achiever, dependable support, and the gear that keeps the Operations moving.

### How You Will Make Your Impact

- Draft and Negotiate simple Framework Agreements, Non-Disclosure Agreements, Amendments, and Statement of Work.
- Implement, monitor, and update contract management process.
- Assist legal teams in developing and maintenance of playbook for common contract types and a library of approved contractual clauses.
- Implement and deliver impactful contract management processes including contract awareness, policy compliance, contract risk management and reporting, deliverables, and obligations matrices.
- Implement contract governance framework to manage ongoing contract compliance and help identify areas of key risks.

### Attributes of Success in this Role

- Communicate and operate well in a pressured environment
- Strive to generate forward momentum for clients in every interaction

- Fast learner that develops themselves and others around them
- Service minded operator who approaches their practice with humility and bravery
- You have a consistent ability to see the emerging dispute or impact no one saw coming with a practical solution to address it
- Your team and your clients cite you as a model representative of our company values

## Minimum Requirements

- Minimum 5 years of relevant experience in contract management, negotiations, analysis, or playbook management for both vendor and client engagements
- Strong organizational, project management, and execution skills
- Ability to balance and prioritize multiple time-sensitive tasks, and manage competing priorities effectively and independently, including driving results and delivering to deadlines and budgets
- Ability to work effectively and collaboratively within a growing team and cross-functionally
- Strong interpersonal skills, team-oriented attitude, and superior attention to detail
- Technology-savvy skills proficient in all Google and Microsoft applications

Location: Philippines (Makati, Metro Manila or Remote – Philippines)

Reports to: Managing Director, Contract Management