

BRAINTREE
GROUP

General Counsel

Company: Braintree Group
Classification: Full-time, exempt

Location: Boise, Idaho
Benefits: Yes

Reports to: President
Compensation: DOE

Duties & Responsibilities

Participate in the definition and development of corporate policies, procedures and programs and provides continuing counsel and guidance on legal matters and on legal implications of all matters

Advise on legal aspects of the company, including assessing and advising on current and future business structures and legal entities

Assist with due diligence and with the processing of new contracts and manage existing contracts (amend, assess, review, revise, audit, etc.)

Review, interpret and comment on terms and conditions of new contracts to reduce company exposure to risk and potential liability

Manage various work product and relationships with outside counsel

Handle select litigation matters in-house

Advise on labor, employment and human resources matters

Draft leases, purchase contracts, easements, deeds, and other real property related documents

Manage intellectual property needs including licensing, copyright, trademark, outside use of images, etc.

Assist with corporate registration and filings, including consultation with schools regarding 501(c)3 application and status

Categorize and interpret data; review and analyze reports, responses and records from opposing counsel

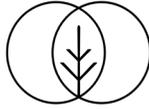
Communicate with clients

Qualifications & Experience

Bachelor's Degree required
Juris Doctorate required
7 years of legal experience
3 years contract administration experience
Must have working knowledge of state and federal contract law, requirements and regulations
Licensed and able to practice in the State of Idaho

Skills & Intangibles

Strong written and verbal skills
Ability to balance priorities; produce excellent work and move at business needs' speed



BRAINTREE
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Excellent attention to detail
Strong critical thinking skills
Ability to work independently, analyze, negotiate and communicate on legal and business issues

How to Apply

Submit resume and cover letter to hr@braintreegrp.com

Equal Opportunity Employer

Braintree Group is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, age, sex, marital status, national origin, ancestry, disability, handicap or veteran status.

Braintree Group Headquarters: 918 W. Idaho St., Boise, ID, 83702

Office: (208) 519-4000

HR Fax: (208) 917-4626

HR Email: hr@braintreegrp.com