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Contracts Counsel

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Company: Bain & Company

Location: dubai

Category: other-general

WHAT MAKES US A GREAT PLACE TO WORKWe are proud to be consistently recognized as one of the worlds best places to work a champion of diversity and a model of social responsibility. We are currently #1 ranked consulting firm on s Best Places to Work list and have maintained a spot in the top four on s list for the last 13 years. We believe that diversity inclusion and collaboration is key to building extraordinary teams. We hire people with exceptional talents abilities and potential then create an environment where you can become the best version of yourself and thrive both professionally and personally. We are publicly recognized by external parties such as Fortune Vault Mogul Working Motherand the Human Rights Campaign for being a great place to work for diversity and inclusion women LGBTQ and parents.**WHO YOU WILL WORK WITH**You will be part of Bains Global Legal Department a truly global team with attorneys in Atlanta Boston Copenhagen Dubai Jakarta London Los Angeles Melbourne Milan Munich New Delhi San Francisco Sao Paulo Seoul Shanghai Singapore Sydney Tokyo Toronto Warsaw and Washington. The Global Legal Department works closely together and is focused on maintaining the highest possible clientservice standards with both internal and external clients.**WHERE YOU WILL FIT WITHIN THE TEAM**Bains legal team is the central function ensuring a smooth contracting process with our clients and vendors to support our business. We are also the goto group for any legal and compliance questions. All Bain lawyers interact directly with our consulting staff and clients in negotiating contracts and supporting the business.This is a stellar opportunity for you to assume a contracts counsel role for Bain & Company one of the worlds leading management consulting firms. The role will be based in Dubai or Riyadh.The role is

suitable for a strong corporate generalist with inhouse experience. Your principal focus is to provide legal support on a wide range of issues and matters for Bain mainly for our offices in the Middle East but also for all offices in EMEA and globally.

RESPONSIBILITIES Responsibilities will include: Reviewing drafting and negotiating legal contracts including consulting engagement agreements confidentiality agreements vendor contracts and various other types of agreements. Directly negotiating and/or supporting the negotiation of an agreement acceptable to Bain. Communicating the assessment of the legal issues in an agreement to internal clients and relevant legal and global stakeholders in a clear and concise manner. Reviewing and preparing RFP responses. Advising Bain Partners and teams on a wide spectrum of legal matters and supporting them and other business functions in the contracting process. Managing and interacting with various systems and software tools that are used in the contracting process. Supporting on special projects as required. Managing administrative tasks including management and archiving of contracts and records. Responsibilities may change and increase over time as business needs and individuals capabilities warrant.

Qualifications Successful candidates must have the following core qualifications and qualities: Law degree with strong academic records Solid law firm training and/or work experience in a globally recognized firm inhouse legal experience in a leading multinational company considered valuable 2 years experience in general corporate work including independently managing international or regional projects Business fluency in Arabic and English Strong legal drafting and negotiation skills Proven ability to deliver commercially minded and legally sound advice Excellent interpersonal skills Outstanding communication (verbal and written) skills Abilities and confidence to work independently balanced with a strong oneteam ethic Highly developed organizational skills detail oriented and hard working Proficiency in MS Office

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