

Job description

Job Title	Corporate/commercial associate
Reporting to	Head of corporate/commercial
Based at	Unit F12, InTec, Ffordd y Parc, Parc Menai, Bangor, LL57 4FG
Hours	37.5 h/w Generally Monday – Friday, 9.00am – 5.30pm with 1 hour for lunch, but 4pm finish on Fridays is possible, depending on business needs Part time would be considered
Salary	£TBC depending on experience
Benefits	25 days holiday per annum, plus statutory and bank holidays and up to 3 additional paid days off over Christmas Private Health Cover including dental cover, access to a confidential employee assistance programme for counselling, and a digital GP Pension contribution Death in service / Life Cover Ride to Work scheme Professional subscriptions and MBL Smart Plan
Purpose of Role	To work within Darwin Gray's corporate/commercial team, assisting senior fee earners on a range of corporate/commercial matters, and supporting the department with its business development plan, in particular the North Wales office.
Key Tasks	To work on a range of corporate/commercial matters, including drafting, reviewing and advising on a variety of documents, assisting in relation to transactional work, research-based tasks on a variety of matters. Undertaking business development tasks and attending networking events to develop the corporate commercial practice in North Wales.
Technical Ability	Essential: <ul style="list-style-type: none"> • Circa 3-5 years PQE, with experience in one or more of the following areas of corporate/commercial work <ul style="list-style-type: none"> ◦ Contract drafting, review and negotiation

	<ul style="list-style-type: none"> ○ Advice on a variety of corporate and governance matters ○ Advice in relation to IT and IP related issues ○ Experience of assisting on transaction matters including drafting/reviewing ancillary documents and dealing with due diligence • Established technical legal knowledge • Strong working knowledge of MS Word and Outlook • Proven ability to work to deadlines and meet billing targets <p>Desirable</p> <ul style="list-style-type: none"> • Experience in charity law/third sector/housing associations
Person Specification	<p>Essential:</p> <ul style="list-style-type: none"> • Strong communication skills. • Consistently works to a high level of accuracy and attention to detail • Able to work both as part of a team and independently • Able to use own initiative • Highly organised and able to work under pressure • Driven and motivated, a “self-starter” • Confident in marketing and networking • A flexible approach, willing to assist team members as required • Welsh-speaker desirable