

In-House Associate Counsel - Remote

Remote · US · Full-time · **\$115k-125k**

[REMOTE] In-House Associate Counsel (Contracting Exp. Req.)

Location: United States (100% Remote)

Salary: \$115,000 - \$125,000 + \$5,000 Annual Bonus + Benefits

Benefits: 138 Hours of PTO, 401K with match, Short-Term Disability, Holidays

Job Type: Full-Time

Core Hours: 10 am – 4 pm ET w/ Flextime = 40 hours/week

Start Date: ASAP

Sponsorship: Not Available

Relocation Assistance: Not Available

[REMOTE] In-House Associate Counsel (Contracting Exp. Req.) Description

Our client in the insurance industry is looking for an **In-House Associate Counsel** to join their fully remote team. In this role, you will spend approximately 70% of your time drafting, modifying, and reviewing contracts, with the remaining time focused on legal research, compliance, and corporate matters. This is a transactional legal role with no litigation responsibilities. The ideal candidate will have a **strong background in legal contracting and enjoy developing creative solutions for unique business situations**. To be successful, you must be detail-oriented, flexible, highly collaborative, and comfortable balancing legal risks with business objectives. This is a great opportunity to join a **tight-knit legal team, receive mentorship, and enjoy the work/life balance** of a traditional 40-hour workweek while working from home.

[REMOTE] In-House Associate Counsel (Contracting Exp. Req.) Responsibilities

- Draft, review, and revise commercial contracts and related legal documents
- Prepare member agreements, amendments to existing contracts, and carrier contracts
- Partner with Sales to identify legal documents needed to close deals
- Develop tailored contracting solutions to accommodate unique business needs
- Review existing agreements to identify potential legal risks and recommend solutions
- Conduct legal research on statutes, regulations, contractual obligations, and corporate matters
- Prepare legal correspondence, written analyses, and practical recommendations
- Participate in daily Legal team meetings to review priorities and active projects
- Provide legal guidance to internal departments on commercial relationships and compliance
- Monitor legal and regulatory developments that may impact company operations
- Collaborate with Legal colleagues and cross-functional teams on company initiatives
- Maintain accurate legal documentation while managing multiple priorities and deadlines

[REMOTE] In-House Associate Counsel (Contracting Exp. Req.) Qualifications

- **Juris Doctor (JD)** degree from an ABA-accredited law school is required
- Active license in good standing to practice law in at least one U.S. jurisdiction is required
- 3-5 years of relevant legal experience working as an attorney is required

- Strong experience drafting, revising, and reviewing **legal contracts** is required
- High-speed internet and a suitable home workspace are required
- Ability to travel up to twice annually for team building is required

Apply: <https://twonice.hire.trakstar.com/jobs/fk0zn5j/?apply=true>

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