

Job Description: Corporate / Commercial Counsel (In-House Position)

Job Title: Senior Counsel

Location: Toronto, Ontario

Reports To: Senior Vice President, General Counsel & Corporate Secretary

Job Summary:

We are seeking a dedicated and experienced **Corporate / Commercial Counsel** to join our in-house legal team. The successful candidate will support and advise the Company on a wide range of legal issues relating to all sectors of our business units. This position involves providing legal counsel and guidance to stakeholders with a strong focus on negotiating, drafting, and concluding commercial agreements with vendors, suppliers and customers. The role also includes providing legal input and managing the Company's intellectual property portfolio and litigation matters. The ideal candidate will have excellent judgment, can manage multiple projects, and the ability to work within a team as well as independently. The lawyer will be working in an inclusive, collaborative and supportive team focusing on being trusted advisors; providing proactive, commercial, strategic legal advice and outstanding client service to their internal clients.

The position is a hybrid work model (home and office) with travel, as required.

Key Responsibilities:

- **Commercial Agreements:**
 - Lead negotiations for commercial agreements with vendors, customers, and suppliers to ensure favourable business terms.
 - Draft, review, and finalize various commercial contracts and agreements, including sales, procurement, and partnership agreements, ensuring they align with the business objectives and compliance requirements.
 - Oversee the full contract lifecycle from negotiation through execution, renewal while ensuring all agreements are accurately documented and stored.
- **Legal Counsel and Compliance:**
 - Provide accurate, relevant, and timely advice to internal stakeholders on a wide variety of legal matters relating to commercial and operational matters.
 - Ensure compliance with applicable laws and regulations. Develop and implement company policies and procedures to mitigate legal risks.

- Identify and manage legal risks associated with the business operations. Provide strategic legal advice to support business initiatives and minimize potential legal exposure.
- **Dispute Resolution:**
 - Manage and coordinate external counsel in legal proceedings, including litigation, arbitration, and mediation.
 - Support efficient and strategic resolution of commercial disputes.
- **Intellectual Property Management:**
 - Oversee the company's intellectual property portfolio, including patents, trademarks, copyrights, and trade secrets. Provide legal input on IP matters and ensure the protection and enforcement of the company's IP rights.
- **Corporate and Strategic Support:**
 - Develop and deliver legal training to employees on relevant legal topics, including contract management, compliance, risk management, and intellectual property.
 - Coordinate and manage external legal counsel to ensure quality, cost-effective legal services are aligned with corporate priorities.
 - Provide legal support for mergers and acquisitions, including due diligence, negotiation, and integration activities.
 - Support Corporate Secretary with corporate governance matters, including the preparation of board materials and the maintenance of corporate records.

Qualifications:

- LL.B. or JD degree from an accredited law school.
- Member in good standing with the Law Society of Ontario or other Canadian common law jurisdiction.
- Six to eight years of experience as a legal counsel in a business environment, preferably in-house, with a strong focus on commercial agreements and intellectual property management.
- In-depth knowledge of corporate law, contract law, commercial transactions. Familiarity with intellectual property law, litigation, regulatory compliance and risk management.

Skills & Attributes:

- Strong analytical, problem-solving and organizational skills.
- Excellent communication and interpersonal skills.
- Ability to manage multiple projects and work effectively under pressure.
- Strong negotiation and drafting skills.
- Results-oriented and client-focused with a commitment to excellence.
- Ability to understand the client's business needs, providing commercial and timely business solutions, in conjunction with legal advice.

Preferred Qualifications:

- Experience in the manufacturing or technology sectors.
- Knowledge of international trade laws and regulations.

Application Process: Interested candidates should submit their resume and cover letter to hr@neomaterials.com with the subject line 'Senior Counsel Application'.
