

## **POSITION DESCRIPTION**

### **POSITION**

CORPORATE ATTORNEY

### **POSITION DESCRIPTION SUMMARY**

Eaton Peabody is seeking an experienced Business and Commercial Transactions Attorney based in its Portland, Maine office. The attorney will become an integral part of our growing Corporate team, and possess a strong desire to be a direct contributor in a dynamic and collaborative work environment. Eaton Peabody offers generous compensation commensurate with experience and other factors. The Firm allows remote work, including remote work from home, and when appropriate from our offices in Bangor, Augusta, Portland and Ellsworth.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

- Represent emerging growth technology companies through all stages of their life-cycle
- Serve as “outside general counsel”, including regular direct interactions with senior management
- Negotiate and advise issuers and investors with respect to venture capital financings and negotiating strategic transactions and acquisitions
- Experience with private company mergers and acquisitions, public company reporting and supervising paralegals
- Ensure the legality of commercial transactions
- Provide legal advice and handle all legal processes, including mergers/ acquisitions, tax law bankruptcy, lawsuits, securities, and trademarks
- Establish company policy according to legal issues, and provide necessary methods to protect the company from legal risks
- Negotiate business transactions; manage all contracts, legal reports and documents
- Effectively manage and grow relationships with existing clients, as well as successfully execute strategic initiatives to secure new clients
- Take a lead role in meeting with and advising clients on significant legal matters
- Travel between the firm’s locations to work with the firm's other attorneys to effectively grow and manage clients from these locations
- Maintain confidentiality

### **QUALIFICATIONS SUMMARY**

- In good standing and licensed to practice law in the State of Maine
- Will have 3-7 years of relevant experience and admitted to the Maine Bar
- High degree of accuracy and thoroughness in work product
- Excellent oral advocacy and interpersonal skills
- Familiarity with and commitment to Maine
- Ability to work independently and develop existing and new client relationships

- Sound analytical and reasoning skills
- A good team player and ability to work well with employees at all levels
- Highly organized and able to manage multiple priorities and tight deadlines
- Ability to use technology effectively in the practice of law
- Strong written and oral communication skills and ability to work in a dynamic, fast-paced team environment with other disciplines
- Flexible and adaptable - unafraid of ambiguity or a challenge

### **PHYSICAL DEMANDS**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves driving, walking, talking, hearing, using hands to handle, feel or operate objects, tools, or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up boxes containing exhibits and other legal documents up to 20 pounds.

The noise level in the work environment is usually moderately quiet.

### **Interested Applicants Should Send a Resume and Letter of Interest to:**

Denise Gallop, Human Resources Manager  
Eaton Peabody  
80 Exchange Street  
Bangor, ME 04401