



Contracts Attorney

North America – Denver, CO, King of Prussia, PA or Remote

We are looking for an experienced Contracts Attorney negotiator to join the contracts team in the North American Legal Department. The Contracts Attorney's primary responsibility is drafting, reviewing, and preparing a wide range of legal agreements. In this role, you will be responsible for providing major assistance in all efforts associated with the contract life-cycle management process for contracts, and other aspects of the business such as industry-specific licensing and providing industry research on legal matters related to People2.0's services. The Contracts Attorney works closely with the legal, sales, risk, finance, and operations departments.

What you'll get to do:

- Review, draft, revise, and monitor contracts, recommending improvements and innovations to oversight of contract process and ensuring contract accuracy.
- Tracking of contract review through execution.
- Apply formal, best practice methodologies to develop and implement contract strategies to support the sales process.
- Managing workflow of all contract stages.
- Review, draft, and revise template agreements as well as non-standard agreements and third-party agreements.
- Coordinate internal and external resources in the management of contract related conflicts and litigation.
- Ensure that all relevant data and documents are correctly executed, stored, and logged via the company's contract management system.
- Maintain and update contract templates for all parts of the organization.
- Identify contractual risks and issues, suggest alternatives that lead to the best business solution
- Maintain all signed agreements.
- Act as liaison between the internal team members and/or business units ensuring that all legal and contractual matters are addressed efficiently and promptly.
- Register, update, and maintain various licenses for all aspects of business in North America and possibly globally.
- Additional tasks as needed.

Skills and experience we value:

- Juris Doctorate from an accredited law school and a member in good standing of at least one state bar.
- Minimum 4+ years of experience in contracts review position in a sales driven organization.
- Ability to structure, draft, and provide expertise in business and legal requirements to support a high volume and broad range of commercial contracts.
- Experience drafting, reviewing, and preparing a wide range of legal agreements, including but not limited to master services agreements, vendor agreements, professional service agreements, independent contractor agreements, partnership agreements, and data processing agreements.
- Outstanding communication skills, both written and verbal, including the ability to advocate for a position while maintaining a collaborative and open-minded approach.
- Familiarity with cloud-based contract management systems.



- Conscientious and methodical with a high level of attention to detail.
- Aptitude for management with well-developed negotiation skills.
- A proven ability to work under pressure with flexibility and to prioritize in a fast-paced environment.
- Strong orientation to quality, continuous improvement, and customer service.
- Ability to work independently and collaboratively.
- Ability to multi-task, prioritize, adapt to changing environment.
- Experience in employment law matters in both the United States and Canada.
- Proficient knowledge and experience using Westlaw and MS Office Suite, including Outlook, Word, Excel and Power Point.
- Background working in an MSP environment and familiarity with staffing agencies/recruiters is beneficial.
- Data privacy, GDPR, CCPA experience is a plus.

Benefits and location:

- Pursuant to Colorado regulations, if this job is performed in Denver CO, the salary range is \$65,000 - \$75,000
- Eligible for variable compensation plan based on performance and company goals
- Paid vacation, sick days, and holidays
- Medical, dental, and vision insurance
- 401(k) retirement plan
- Voluntary life insurance
- Many more ancillary benefits

How to apply:

Send your cover letter and resume to recruiter@people20.com and reference the job title and location.

About People2.0

People2.0 is the world's largest global employer of record (EOR) and agent of record (AOR) services platform, created exclusively to serve the talent ecosystem, including staffing agencies, search and recruiting firms, individual recruiters, mass talent procurement organizations, and compliance, contracting, and consulting companies.

People2.0 enables talent providers, large and small, to place anyone in any work arrangement, anywhere—simply, quickly, and compliantly. Our global team is dedicated to helping our customers expand their value proposition, optimize opportunities to access the global talent pool, and create a borderless world of unlimited growth for their business. [People20.com](https://people20.com)

People2.0 is committed to providing equal employment opportunities to all associates and applicants without regard to race, color, national origin or ancestry, citizenship status, religion, sex (including pregnancy, lactation, childbirth or related medical conditions), sexual orientation, physical or mental disability, age, veteran status, uniformed servicemember status, gender identity, genetic information (including testing and characteristics) and any other characteristic prohibited by federal, state or local law. Our



commitment to equal opportunity employment applies to all persons involved in our operations and prohibits unlawful discrimination by any employee, including supervisors and co-workers.

In furtherance of this commitment, the Company is committed to providing a work environment that is free of prohibited harassment. As a result, the Company strictly prohibits sexual harassment and harassment against applicant and employees based on any legally recognized status, as defined above, or any other status protected by federal, state, or local laws.