



MARRIOTT INTERNATIONAL

Corporate Counsel (Integration)

Employment Law

Position Summary

The Marriott International Law Department services the Company's lodging business. The Employment Practice Group ("Group"), a part of the Labor, Employment and Benefits section of the Law Department, provides legal advice and counsel regarding employment issues, policies, and programs to Human Resources professionals and line and corporate staff managers within the Company's businesses.

The Corporate Counsel – Employment provides legal advice and counsel regarding employment issues, policies, and programs to Human Resources professionals and line-managers within the Company's businesses. The individual in this position will be required to make judgment calls and policy decisions regarding the Company's positions and provide feedback and guidance accordingly. This is a newly created position as a result of the Marriott-Starwood integration efforts; this position reports to the Group Leader, Vice President & Assistant General Counsel – Employment Law.

Specific Job Summary and Expected Contributions

The primary responsibilities of this attorney will be:

- Advising human resources departments and operating business managers on day-to-day legal concerns and consequences;
- Participating in the development of legally sound policies and programs in all areas of labor and employment law, including wage and hour matters, discipline, counseling and discharge, all aspects of laws regarding discrimination, wrongful termination, defamation, emotional distress, OSHA, FMLA, reductions-in-force, union organizing efforts, drug testing issues, etc.;
- Maintaining working knowledge of company policies, state and federal legislation, and bargaining agreements;
- Responding to attorney letters, complaints or claims involving employment and labor-related concerns;
- Conducting a risk-assessment of complaints and developing legally sound strategies for the Company's defense of legal actions;
- Working with Risk Management on managing outside counsel in handling individual plaintiff employment litigation covered by Employment Practices Liability Insurance or managing outside counsel in non-insured individual plaintiff claims.
- Handling cases filed under the National Labor Relations Act or other labor and employment laws, as required;
- Advising human resources departments and operating business managers on pending changes in employment and labor-related laws;
- Assisting in achieving strategic goals by identifying legal consequences and issues associated with plans, and recommending alternative courses of action to achieve business objectives while limiting liability and risk;
- Educating human resources managers, operating business managers and others on trends and legal actions which may affect the workplace through written materials or training seminars;
- Partnering with attorneys in the department to address Company-wide employment issues; and
- Participating, as appropriate, in compliance audits and investigations.



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Candidate Profile

Successful candidates should possess the experience, knowledge, and skills as follows:

- Excellent academic record with a law degree from a top law school;
- Minimum of 5 years of substantive and applicable experience;
- Active Bar membership;
- Broad background in providing advice and counsel to human resources and operating business managers in complex employment and labor-related matters;
- Experience interfacing with government and/or labor and employment agencies which maintain jurisdiction over employment and labor-related legal matter;
- Experience with leading-edge employment and labor-related policies, programs and systems, and up-to-date knowledge of labor and employment issues and case law;
- Ability to expeditiously identify and analyze issues and provide legally sound recommendations consistent with good business practices and reason;
- Strong interpersonal skills, and ability to interact effectively and work diplomatically with individuals at all levels;
- Ability to foster relationships and individual accountability across the organization;
- Excellent written and oral communication skills;
- Excellent conflict management skills, and ability to influence without coercion;
- Strong organizational and time management skills;
- Ability to identify opportunities for improvement and to facilitate the implementation of creative solutions;
- Ability to work independently, take ownership of and effectively resolve problems; and
- Ability to expeditiously identify and assess issues and provide legally sound recommendations consistent with good business practices and reason.