



Corporate Counsel & Assistant Secretary

White Castle is currently seeking a talented, dedicated and dependable **Corporate Counsel & Assistant Secretary**. This position will be located at the Home Office at 555 W. Goodale Street, Columbus, OH 43215.

Time and again, White Castle has earned praise and recognition for our Best in Class people practices in the restaurant and hospitality industry—top-notch talent is what we Crave! So what is it that makes us so unstoppable? Our people take responsibility for their actions and attitudes. We recognize the value of our customers, both internal and external and we're hungry to learn and grow. We often stop and smell the roses... er, Sliders...and find happiness in body, mind and spirit. Most importantly, we all give respect and earn it right back by the way we interact with each other.

Job Duties

This position is accountable and responsible for providing timely legal services to the company in the areas of contract review, intellectual property registrations and disputes, issues arising out of or connected to company benefit plans; serving as secretary of company benefit trusts and committees; supervision and management of legal department support staff; and assisting the General Counsel in providing legal services of a general nature to company management, and protecting business and financial assets of the company.

- Structure, review, draft and negotiate a variety of agreements, including non-disclosure agreements (NDA's), consulting and professional service agreements, supplier and other vendor agreements, content license agreements, and other similar transactions.
- Support and provide guidance to the supply chain management, information technology and information systems, business development, and marketing functions by reviewing legal issues, contracts, providing timely and efficient advice, and developing and implementing litigation avoidance strategies.
- Review and analyze laws and regulations as applicable to restaurant and consumer package goods industries.
- Serve as Assistant Secretary for corporate entities.
- Serve as Secretary for White Castle Political Action Committee.
- Maintain corporate records compliance.

Qualifications

The attorney should have a broad legal background and experience that will enable him or her to address complex legal issues that arise from day-to-day operations. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Juris Doctorate degree from an ABA accredited law school.
- Admitted to the practice of law in the State of Ohio.
- A minimum of four (4) to six (6) years' experience in corporate and transactional law matters with a law firm or large in-house corporate legal department.
- Experience drafting and negotiating contracts.
- Superior communications, analytical, problem solving, and writing skills.
- Strong people skills with proven ability to build strong working relationships with internal clients at all levels of management.
- Spanish proficiency preferred.
- Willing to travel as required.

Why work for us? Here's why!!!

Did you know that 68% of the team members at the Corporate Office have over 10 years of tenure at White Castle? Why you ask? Because we take care for our team and treat them like family! Below are just a few of the many reasons why people crave to work with us:

Programs and benefit eligibility varies based on the average hours worked, location and length of service at White Castle.

- Medical (4 plan options and 4 national carriers to choose from)
- Dental & Vision Plan
- Company paid Life Insurance and AD&D (buy-ups available)
- Paid holidays
- Bereavement pay
- Jury duty pay
- 3 Weeks of Paid Vacation in the first year
- Weekly paychecks – YES, WEEKLY!
- 401(k) (100% company match for the first 3% deferred and 50% for the next 2%); all contributions are 100% vested!
- Profit Sharing plan
- Holiday bonuses
- Free parking
- Recognition Programs
- Employee Assistance Program
- Tuition reimbursement
- Scholarship opportunities
- Career growth and development
- Business Casual Cool Dress Code (Yep, we wear jeans every day!)
- Community Service Opportunities
- White Castle Restaurant Discounts
- And much more...

If you meet the minimum qualifications above, APPLY NOW at
<https://careers.whitecastle.com/job/7994395/corporate-counsel-assistant-secretary-columbus-oh/>

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