

## Senior Counsel

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The Senior Counsel will be a member of the Global Legal and Compliance Organization of Pitney Bowes, and will be located in one of the company's Connecticut offices (Stamford, Danbury or Shelton).

The Senior Counsel will report within the legal organization to the Vice President, Deputy General Counsel, who reports to the Executive Vice President, Chief Legal and Compliance Officer.

## About Pitney Bowes

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Pitney Bowes provides technology solutions for small, mid-size and large firms that help them connect with customers to build loyalty and grow revenue. Many of the company's solutions are delivered on open platforms to best organize, analyze and apply both public and proprietary data to two-way customer communications. Pitney Bowes includes direct mail, transactional mail and call center communications in its solution mix along with digital channel messaging for the Web, email and mobile applications. Pitney Bowes: Every connection is a new opportunity™. [www.pb.com](http://www.pb.com).

## Key Accountabilities

The Senior Counsel will have responsibility for general legal matters, including commercial legal advice and contracts for one or more business units or divisions of the company, including a portion of our Latin America division. The Senior Counsel must be fluent in Spanish. The Senior Counsel will be responsible for supporting other corporate functions or business units. The Senior Counsel will work both independently and under the supervision of the Deputy General Counsel. Responsibilities include but are not limited to:

- Drafting, reviewing and negotiating complex agreements, including sales, service and maintenance agreements, leases, software licenses, web based terms and conditions, reseller and distribution agreements, non-disclosure agreements and various other types of agreements.
- Advising business unit clients regarding various legal matters and potential disputes.
- Working on general commercial matters for business units, both independently and with other members of the Legal Department.
- Communicating and negotiating with clients and vendors.
- Evaluating and acting on compliance needs of groups the lawyer supports.
- Working on special projects with senior management, other members of the Legal Department, and outside counsel as necessary.
- Consulting with subject matter experts, internal and external, as needed. Researching and drafting legal memoranda.
- Managing outside counsel.

## Qualifications

### Education

The successful candidate will hold a law degree from an accredited United States law school and be a member in good standing of the bar of a US State or District of Columbia. If the successful candidate is not a member of the Connecticut bar, the candidate will be required to obtain CT authorized house counsel status immediately upon hire.

### Experience

The Senior Counsel should have a minimum of five (5) years of commercial legal experience with background and interpersonal skills sufficient to function successfully in a visible and challenging position. The Senior Counsel **must** be fluent in Spanish. Prior in house experience is a plus. In addition, it is desirable for the successful candidate to have the following background:

- A diverse corporate legal background including negotiation experience and general corporate exposure to sophisticated corporate matters.

Other positive capabilities include:

- Experience in government/public sector contracting.
- Foreign language fluency, such as in French, Portuguese, or German.

### Personal Characteristics

The Senior Counsel must be an individual with superior writing skills, advanced client management skills such as listening, diplomacy and approachability with clients at all levels of the company, other Corporate Legal team members, and outside counsel. The successful candidate must also possess the ability to work successfully both independently and as part of a team. Ideally the selected candidate will come from a diverse background to bring a unique perspective to the current legal department.

The successful candidate will have a strong work ethic, a high degree of enthusiasm, creativity, motivation, and the ability to learn quickly and in depth about subjects that will help the attorney to perform more efficiently and effectively.

The Senior Counsel must have: (1) the ability to analyze a problem or issue and propose a viable legal solution or recommended course of action; (2) the ability to handle multiple projects at one time, prioritizing and organizing them in an effective manner; (3) the ability to communicate effectively, in both written and oral form, to external clients and all individuals in a company; (4) the ability to demonstrate decision making and judgment on both business and legal matters; (5) the flexibility to enthusiastically address a broad range of issues of varying degrees of complexity; and (6) a willingness to learn and work in areas of less familiarity.

**Application process:** please visit [www.pb.com/careers](http://www.pb.com/careers) and review requisition #147210, Senior Counsel and apply. Pitney Bowes is an Equal Employment Opportunity/Affirmative Action Employer that values diversity and inclusiveness in the workplace.

