

# General Counsel Inlet LLC

## Overview:

Inlet LLC is a technology platform that enables companies to securely distribute documents, such as bills or statements, to consumers via any participating channel (such as the consumer's bank or a digital mailbox). The result: an increase in digital adoption and engagement, lower servicing and delivery costs, and insights into consumer behavior and trends. One integration, multiple destinations. Visit [InletDigital.com](http://InletDigital.com) for more information.

Inlet LLC is owned by two large corporate parents (Broadridge and Pitney Bowes), in a 50/50 joint venture. This position will report to the CEO and collaborate regularly with Inlet product management, technology and business operations teams, as well as some interaction with the parents' operations as well..

## Responsibilities:

- Provide counsel to a trusted circle of advisors and engage at the C-Suite level. Advise the Executive team and Management Board on legal compliance and corporate governance.
- Manage day-to-day legal operations to provide legal management best practices and operating standards.
- Draft, review and negotiate a broad range of complex agreements by working collaboratively with business and functional teams.
- Manage interactions with parent corporations' legal departments.
- Advise on corporate governance activities of a joint venture
- Manage company transactions, such as capital infusions and potentially M&A.
- Manage intellectual property issues.
- Assist with negotiations to ensure the business interests and objectives of the company are clearly identified and adequately protected.
- Communicate and negotiate with customers and vendors, and assist with resolving legal-related disputes with customers and vendors.
- Coordinate and manage legal matters handled by outside counsel.
- Recruit, motivate and retain a legal department for Inlet, over time, as needs support growth.
- Assist in ensuring Inlet complies with all applicable U.S. and foreign laws and regulations.
- Manage risk management (including insurance program) and advise the Executive team on risk management strategies to be implemented.
- Compliance program development, implementation and management.

**Qualifications:**

- Juris Doctor (J.D.) degree from an American law school and be an active member of the bar (any U.S. jurisdiction).
- At least 10 years progressive experience with a major law firm or corporate law department doing complex transactional work and must have corporate/commercial experience. At least 5 years in-house experience is preferred.
- Ability to review, negotiate and draft a wide variety of software sales, license and service agreements with both vendors and customers.
- Understanding of business processes and basic corporate finance, management and accounting principles.
- Ability to prioritize effectively and assess business and legal risks.
- Experience relating to privacy and data security preferred.
- Demonstrates competence in key areas of management and leadership expertise.
- Self-directed individual comfortable with managing uncertainty and with the ability to operate in a lean, “start up” environment and to evaluate increasing needs as business grows.
- Public company experience is a plus.
- Collaborative mindset related to relationship building with internal departments.
- Excellent verbal and written communication skills.
- Strong attention to detail.
- A technology and information systems orientation and the ability to quickly learn the expanding nature of a business that is in the forefront of technology advances.

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Inlet is committed to diversity in its workforce. Inlet is an equal employment opportunity employer and considers all qualified applicants without regard to gender, race, veteran, or disability status. Women and people of color are encouraged to apply.