

## McDonald's Corporate Legal Department – Securities/Governance/Corporate

### General Job Description

McDonald's Corporate Legal department is seeking an attorney to assist with the Company's SEC reporting requirements, corporate governance matters and general corporate law issues. This role is a fiduciary role that ensures that the Company complies with relevant laws and rules and also monitors trends in the Company's business performance, regulatory requirements and disclosure practices among peer companies and counsels clients accordingly. The individual in this role is expected to work closely with clients to understand their needs and help them meet business goals.

### Representative Responsibilities

- Draft and/or review SEC filings
- Provide general support to the Corporate Secretary's Office related to
  - Board and Committee materials
  - Annual Shareholders' Meeting
- Provide legal support to Investor Relations with respect to investor communications
- Ad-hoc special projects for various departments as needed

### Required Skills

- Thorough understanding of SEC rules, particularly regarding disclosures required under the Securities Exchange Act of 1934 and related SEC rules
- Comprehensive knowledge of NYSE listing standards and reporting requirements
- Knowledge of Delaware corporate law
- Strong analytical and writing skills
- Ability to work with and lead cross-functional teams
- Ability to effectively describe complex and technical issues to lawyers and non-lawyers
- Ability to manage and train paralegals and administrative assistants
- Working knowledge of financial statements