

National Tobacco Company

Job Description

Job Title: Assistant General Counsel

Department: Legal

Reports To: Sr. Vice President & General Counsel

FLSA Status: Exempt

Approved by: James Dobbins

Approved Date: October 16, 2015

Summary:

The position provides legal advice, counsel and support for all levels of management. Additionally, the position assists in the development of plans, strategies and programs to ensure compliance with local, State and Federal laws and regulations. Furthermore, the individual holding this position is expected to function as a consultant to the corporation on current and pending FDA legislation and regulations.

Essential Duties and Major Responsibilities:

- Provides sound and timely legal counsel to management at levels.
- With a focus on regulatory compliance, reviews existing programs as needed and assists in development of new programs, plans and strategies as requested.
- Stays current on tobacco and any tobacco related legislation and regulations.
- Assists NTC departments with external trade communications and product packaging development.
- Researches legislation, regulations, trade association and industry initiatives to enable NTC to stay current on new developments.
- Drafts, reviews, edit, and/or negotiate contracts as needed and requested.
- Assists in managing ongoing vendor contractual relations, including but not limited to interpretation, enforcement and payment inquires.
- Manages regulatory submissions for Company as assigned by the General Counsel.
- Supports NTC's participation with industry groups and associations working on FDA initiatives.
- Works with internal and external counsel, as appropriate, on matters impacting NTC operations and products.
- Travel is required and necessary.
- Other duties as assigned by the Senior VP & General Counsel.

Supervisory Responsibilities

- This job supervises 1 non-exempt employee.

Education and/or Experience

- Doctor of Jurisprudence is highly preferred
- Significant experience working in a corporate legal environment (5+ years)
- Experience working in the tobacco, medical or pharmaceutical industry is preferred
- Experience dealing with state and federal regulatory agencies (ideally the FDA)
- Excellent interpersonal, verbal, written and presentation skills.

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Submit Resumes to:

James Dobbins

Sr. Vice President & General Counsel

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