



Attorney (Req#973287)

Redmond, WA

Microsoft's Litigation, Competition & Compliance Group (LCCG) has an immediate opening for an experienced attorney to join their Office of Legal Compliance (OLC) Programs Team.

The mission of OLC is to champion a dynamic and evolving compliance program that reflects Microsoft's uncompromising commitment to integrity, and enhances the trust between the company, its employees and the public. As part of that commitment, the OLC Programs Team is responsible for Microsoft's Standards of Business Conduct and corporate policies, ethics and compliance training, awareness, risk identification and remediation, program assessment, oversight and monitoring, business intelligence and compliance counseling. This position will share in those responsibilities, and assist with developing/running values-based compliance initiatives and programs to help Microsoft fulfill its mission to empower every person and every organization.

#### CANDIDATE PROFILE

The successful candidate will possess the following:

- Ability to produce precise, useful, and well-written communications, training, and reports supporting OLC's programmatic work.
- Ability to coordinate teams and projects in a complex environment to track and deliver measurable results.
- Ability to provide counseling and advice on key compliance subjects, issues and requirements.
- Ability to compile and analyze metrics and data and report on related trends and observations in a straightforward, helpful manner.
- Organizational agility, both analytical and creative thinking, and excellent writing and communication skills.
- Self-starter and effective in driving cross-group projects.
- Ability to work efficiently and proactively, prioritize workflow, meet demanding deadlines, and manage multi-dimensional projects in a fast-paced environment.
- Great interpersonal and communication skills, cultural competency, and the ability to work as part of a team.

- Ability to apply sound, principled, and consistent judgment in a fast-moving and challenging legal and business environment.
- Well-developed business acumen and business management skills, complemented by strategic expertise and sound judgment.
- Strong commitment to fairness and integrity.

## QUALIFICATIONS

- A minimum of 5 years of demonstrated work experience in compliance
- JD from an ABA accredited law school with a license to practice law, and outstanding academic credentials

Microsoft is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, sexual orientation, gender identity or expression, religion, national origin or ancestry, age, disability, marital status, pregnancy, protected veteran status, protected genetic information, political affiliation, or any other characteristics protected by local laws, regulations, or ordinances.