



## ATTORNEY (992432)

The Windows and Devices Group in Microsoft's Corporate, External and Legal Affairs ("CELA") department has an immediate opening for an Attorney to support the Manufacturing and Supply Chain ("MSC") business. We are looking for a lawyer with strong communication skills, competencies in business acumen, transactional work, collaboration, adaptability and customer focus. A background in devices, manufacturing, sourcing, and customer care is preferred, but not required. This role is located in Redmond, Washington.

This role includes broad support for the Manufacturing and Supply Chain, leading key transactions and driving strategic initiatives and programs. This Attorney would join the team that supports the legal work with our factories, third party contract manufacturers, component parts suppliers, customer care and product repair as well as all aspects of supply chain logistics. In addition, the MSC legal team supports our product safety team as well as our product certification programs. The team frequently works with CELA colleagues around the world to support care and logistics issues that may arise outside the United States.

### 1. Responsibilities:

Delivering high value legal services: counseling and advising the business for Manufacturing and Supply Chain on a broad range of complex legal, business, compliance and strategic issues. Support strategic initiatives in the areas of customer care and supply chain logistics. Support MSC transactional work in support of MSC business objectives. Partner closely with the Devices engineering legal team to provide seamless advice for our device offerings. Drive continuous improvement in delivery of legal services to the business.

### 2. Qualifications:

Work approach and competencies:

- Business facilitation - we facilitate business solutions and support Microsoft's positive corporate and legal relations.

- Team approach - we rely heavily on team-driven approaches to problem-solving, including strong collaboration and communication skills.

- Agility and flexibility; ability to work in a matrix environment - we partner with multiple organizations within Microsoft to succeed at delivering our legal services and successfully launching all of our devices. Our partners include many business teams both in WDG and beyond. We work closely with the field, our sales teams and key subject-matter experts.

Legal and business background:

- Strong transactional experience required.

- Ability to work effectively in a fast paced environment essential.

- Excellent analytic and legal drafting skills.

- Excellent oral and written communications skills, including the ability to communicate effectively with a variety of internal and external constituencies.

- Strong client service focus and a demonstrated ability to work efficiently, prioritize workflow, meet demanding deadlines, and manage multi-dimensional projects in a high-velocity environment.

- J.D. from an ABA accredited law school, excellent academic credentials, and a minimum of 7 years of experience as a practicing business attorney.

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.