

Job Title: Associate Attorney

Property: St. Louis Corporate

City: St. Louis

State: MO

Basic Function

Under general supervision, provide expert legal advice across diverse areas of hospitality law. Advise on legal risks, develop and execute negotiation strategies, draft and review commercial contracts, and advise internal stakeholders on compliance with the laws affecting the hospitality industry. Operate in accordance with the highest standards of judgment, integrity and ethical leadership to find creative solutions that contribute to the success of Drury Hotel Company, LLC.

Job Duties

1. Has a +1 Service Attitude and provides courteous, friendly service to internal stakeholders and customers, by promptly and efficiently responding to inquiries, requests and concerns
2. Provide expert legal counsel in across diverse areas of hospitality law, including for example, innkeeper laws, guest and data privacy law, laws governing serving and selling food and alcohol, the operation of pools and spas and occupational safety laws
3. Negotiate, draft, and revise commercial contracts, including complex, company-wide contracts, master service agreements impacting multiple stakeholders, and a high volume of sale and vendor contracts impacting single hotels or departments. Provide legal advice to all team members responsible for contract negotiation
4. Provide compliance counsel, which includes working on cross-functional teams with leaders in risk management, property maintenance, information technology, food and beverage, and hotel management and advising those teams on the law impacting each department/stakeholder's function. Develop, deliver and support initiatives that ensure compliance with the law
5. May be required to oversee the provision of legal services by outside legal counsel, including the oversight of contract negotiations and/or litigation. The oversight of legal counsel will include enhancing the quality and value of outside counsel's work product, and providing outside counsel with Drury's business, mission and cultural perspective
6. May occasionally be required to review or prepare objections and responses to discovery requests and provide counsel in connection with general liability and litigation matters
7. Direct the work of a Paralegal
8. Perform other duties as assigned

General Knowledge, Skill and Ability

- Expertise in legal and commercial implications when researching and interpreting the law, applying facts to the law, anticipating legal issues, and advising on legal risks, obligations, rights and solutions to various challenges and new initiatives.
- Ability to effectively draft and negotiate complex and standard contract terms.

- Exercise good judgment and decision making/problem solving skills.
- Maintain a high level of communication with internal stakeholders and the Vice President and General Counsel. Strong presentation skills to advise internal stakeholders at many levels of the organization. Must respond to email and voicemail communications promptly.
- Ability to work effectively with a wide range of internal stakeholders, vendors and customers, as well as the ability to manage conflict.
- Ability to effectively manage time and prioritize work.
- Must be detail oriented with strong organizational skills.
- Must demonstrate empathy for internal stakeholders, team members and others requiring assistance from the Legal Department.
- Maintain confidentiality and communications in a manner that protects the attorney-client privilege.
- Working knowledge of Microsoft Office and Microsoft Excel.

Mental and Physical Requirements

Reading, analyzing and interpreting written and oral communications; analyzing and solving problems; observing and interpreting situations; learn and apply new information or skills; positively interacting with internal stakeholders and the public. Sitting, standing, stretching, bending, typing and lifting objects weighing less than 10 pounds above the shoulders, below the knees or at arm's length may occur.

Education, Qualifications and Experience:

- J.D. from an accredited university.
- Current member of a State Bar, Missouri preferred.
- Minimum of 3 years practicing corporate law required. Prefer a candidate with 3-5 years' experience, preferably in a law firm or corporate legal department.

Working Relationships

1. Reports to the Vice President & General Counsel.
2. Works closely with every department to ensure compliance with hospitality laws.
3. Works closely with all internal stakeholders to draft and negotiate various contracts.
4. Supports and serves those requiring assistance from the legal department and other internal stakeholders.
5. Maintains and promotes a positive and cooperative work relationship with all team members.