



HINO MOTORS MANUFACTURING U.S.A., INC.

37777 Interchange Dr. Farmington Hills, MI 48335

Tel: (248) 442-9077

Fax: (248) 442-9068

JOB DESCRIPTION

TITLE: Attorney

JOB DUTIES:

Japanese automotive company is seeking an attorney with 2-4 years of experience to join its in-house legal department. This position will be located in Farmington Hills, Michigan. This position will be a generalist role with an emphasis on commercial law matters and primarily work with various business units to draft and review contractual agreements under the direction of the General Counsel..

Additional responsibilities may include:

- Managing compliance associated with international trade activities including, but not limited to, ensuring proper import compliance and export controls.
- Providing advice and training, in coordination with the General Counsel in areas such as contracts law, intellectual property, anti-trust, competition, regulatory compliance and assisting on policy and procedure development.
- Counseling relating to hiring, terminating, discipline, discrimination, retaliation and employment agreements, as well as, working on regulatory compliance (OSHA, Workers' Compensation, ERISA), employment policy and procedure development.
- Miscellaneous duties assigned by and in support of the General Counsel, such as assisting in preparing budget information, reports and attending meetings.

REQUIREMENTS: Education/Experience/Skill:

- Law Degree from an ABA accredited law school and admitted to practice in good standing in Michigan or the ability to obtain membership in a reasonable amount of time.
- Absence of negative disciplinary history concerning law license.
- 2-4 years of practice experience with a reputable law firm or as an in-house counsel.
- Demonstrated experience in reviewing, researching, drafting and analyzing commercial agreements, including, but not limited to, supplier agreements, construction agreements, non-disclosure agreements and similar transactional documents.
- Strong understanding of state and federal laws and regulations impacting commercial agreements with a demonstrated ability to interpret and apply the law to complex business situations.
- Excellent customer service and communication skills with ability to initiate and foster collaborative relationships both internally and externally.
- Adaptable to changing conditions and internal client requirements.
- Highly motivated self-starter.

Hino Motors Manufacturing is an Equal Opportunity Employer and do not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, and basis of disability or any other federal, state or local protected class.



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- Negotiating experience a plus.
- Experience working for an automotive or manufacturing company highly desired.

Other:

- This position will travel approximately 10-15% of the time.
- Depending on situation, extended work hours may be required for urgent matters.

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