

## Job Description

### Position: Assistant General Counsel

#### Role description

The Assistant General Counsel (GC) will assist the Chief Administrative Officer and General Counsel on all legal matters relating to the Company. In particular, this position will be responsible for all contracts, legal negotiations and reviews, including manufacturing agreements, supply agreements, clinical development agreements, leases and other contracts. Additionally, the Assistant GC will assist on compliance matters and will ensure all Company policies conform to all applicable legal requirements governing the business.

#### Location

This role will be based in Ann Arbor, MI

#### Hours

This is a full-time role

#### Responsibilities

This position will have significant responsibility for a diverse range of often high profile commercial, legal, and compliance matters, including the following:

- Assist Chief Administrative Officer and General Counsel with general contracting process
- Provide legal review, advice and support on a broad range of legal matters including strategic transactional documents and general corporate matters
- Assist with SEC reporting requirements
- Assist Chief Administrative Officer and General Counsel with employment law concerns, claims, disputes, litigation management and creating company policies
- Manage/coordinate with external corporate and intellectual property counsel
- Create business legal reports and correspondence, and effectively present information to senior management
- Assist in the coordination with senior management across the organization to ensure that each business unit is advised on the current status of the law affecting such unit in order to increase business compliance with state, federal and international laws and regulations and to minimize the company's exposure to adverse legal consequences
- Identify and report areas of company risk and lead implementation of mitigation efforts

We are an equal opportunity employer (EOE). We respect individual differences, embrace diversity throughout the organization, and value the unique strengths of each employee. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity and/or gender expression, national origin, age, disability, genetic information or veteran status.

### Requirements

- Eight or more years of corporate and transactional experience in a major law firm and/or in-house biotech or pharmaceutical company setting
- J.D. from top-tier law school, with admission and membership in good standing to the bar in at least one state
- Strong business judgment with highly developed risk assessment and decision-making skills and abilities, including ability to think strategically on legal and business issues
- Deliver quality and timely legal advice and services to mitigate risk and provide business counsel
- Excellent judgment and ability to operate in a fast-paced, small legal department on a broad range of legal matters with a primary focus on negotiating complex contractual arrangements with vendors, typically in connection with services and goods
- Public company reporting experience is desired
- Self-starter and a creative strategic thinker
- Exceptional attention to detail
- Demonstrated leadership skills with the ability to motivate team members
- Strong written and verbal communication and conflict resolution skills
- Excellent organizational and time management skills

### Reporting relationships

This role reports to the Chief Administrative Officer and General Counsel

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