

Legal Analyst - Latam

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Company: Sagan

Location: Bogotá

Category: other-general

Job Title: Legal Analyst - Latam

Location: Remote (EST Timezone)

Working Schedule: Monday - Friday, 9 AM to 6 PM EST

Job Description:

We are currently seeking a proficient Legal Analyst to enhance our legal team. This role demands a detail-oriented and highly organized legal professional who can swiftly handle standard Software as a Service (SaaS) contracts. The successful candidate will be responsible for negotiating and revising basic contract elements to support quick deal closures, which is critical for our competitive positioning.

Key Responsibilities:

Review, negotiate, and finalize NDA and standard SaaS contracts focusing on key terms such as venue, indemnification, and data retention.

Ensure contracts are turned around quickly, ideally within a 2-3 hour window, to maximize the likelihood of deal closure.

Maintain and update contract templates with current terms and conditions.

Collaborate effectively with the executive team on more complex legal issues, seeking guidance to ensure accurate handling of such matters.

Operate independently yet integrate smoothly within a team environment, demonstrating the ability to ask for help when necessary.

Requirements:

A minimum of 5 years of legal experience specifically in commercial contracts.

Must be a qualified lawyer with a solid foundation in contract law and negotiation.

Proficient in Microsoft Word; familiarity with Carta is a plus but not required.

Excellent command of the English language, both spoken and written.

Capable of working US business hours to align with team and business needs.

Desirable Attributes:

Experience in privacy law or corporate finance.

High commercial acumen with the ability to address contractual details swiftly and accurately.

Possesses a low ego, willing to solicit feedback and clarify doubts proactively.

Strong sense of urgency and commitment to quick response times without compromising the quality of work.

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