

## **Hewlett Packard**

**Position Title:** Specialist Legal Counsel

Job # 1507675

**Location:** Palo Alto, CA

### **Description:**

#### **Role/Core Responsibilities:**

HP is looking to recruit an attorney with M&A experience, to join the Corporate Securities and M&A section of HP's Legal department. The attorney will work on HP's mergers and acquisitions, strategic investments, joint ventures and other corporate transactions.

Working closely with HP's Corporate Development team and other cross-functional groups (e.g., Finance, Tax, HR...), the attorney will actively manage M&A transactions, investment and venture transactions, instruct outside counsel, draft and negotiate NDAs, exclusivity agreements, letters of intent, term sheets, plan and manage legal due diligence, and draft and negotiate definitive agreements.

#### **Requirements/Qualifications:**

- Strong business judgment, ability to think strategically and to give practical advice.
- Ability to interface effectively with all levels of the organization (executive management, corporate development, finance etc.) and to gain the trust and confidence of others.
- Strong interpersonal skills and excellent written and oral communication skills.
- Excellent organizational and presentation skills.
- Ability to work well both independently and as part of a highly collaborative and very international team, in a fast paced environment.
- Strong work ethic and ability to multi-task, prioritize and follow through on numerous projects simultaneously.

#### **Qualifications**

##### **Education and Experience Required:**

- JD degree from top tier law school and membership in at least one state bar in the U.S.
- Minimum 4 years of relevant Corporate, M&A legal experience.
- Relevant experience at a top-tier law firm required; in house experience is a plus
- Meets local legal license requirements.
- Advanced experience leading multiple, highly complex, strategic, specialty law projects, issues, and transactions.

##### **Knowledge and Skills Required:**

- Awareness of how to operate successfully in the international legal environment.
- Advanced skills in negotiating or advising external and internal organizations on highly complex, high impact legal matters.
- Excellent presentation, facilitation, networking and influence skills.
- Proactive and effective communicator of valuable information to clients and colleagues.

English language skills to business standard required