

Job Description

Job Title:	General Counsel	Revision Date:	01/19/21
Work Location:	Norwood, MA		
Department:	Legal/HR		
Reports to:	Chief Executive Officer	FLSA Status:	Exempt

Company Background:

Advanced Instruments, LLC is a leading designer, manufacturer and marketer of instrumentation and associated consumables for clinical, pharmaceutical, biotechnology, microbiology and dairy laboratories around the world. Quality, reliability, service and support have been the company’s guiding principles since its founding in 1955. Our innovative application of technology helps life science companies improve the quality of care and enhance quality and productivity.

The Company is owned by Patricia Industries. Patricia Industries is a long-term owner that invests in companies and works to develop each company to its full potential. Patricia Industries is a part of the industrial holding company Investor AB, whose main owners are the Wallenberg foundations.

Additional details on Advanced Instruments and Patricia Industries can be found at:

- <https://www.aicompanies.com/>
- <https://www.patriciaindustries.com/>

Summary:

The General Counsel will lead all legal matters for the company and partner with the leadership team on a wide variety of complex issues on a daily basis. A solid legal team member will be a key contributor to AI’s growth strategy for international markets and commercializing new products for our life science customers.

The successful candidate will possess strong organizational and time management skills. They will also have a high level of commitment and initiative, a desire to make a difference and be a proven team player.

Essential Functions:

1. Lead and manage all legal matters for the company.
2. Actively participate as a member of the Company’s Operating Committee. Provide legal and business counsel to members of the Company’s Operating Committee.
3. Advise on business relationships and transactions, regulatory compliance, corporate governance, and intellectual property matters.
4. Negotiate, and implement a variety of complex agreements and collaborate with all functions across the organization.
5. Complete implementation of our new contract management system.
6. Support the establishment of new legal entities in connection with the Company’s international growth plans.
7. Advise on labor and employment matters and provide leadership to the Company’s HR function.
8. Actively engage with our investor on governance, risk and compliance initiatives.
9. Provide guidance to the organization on data protection issues, including HIPAA and GDPR.

Experience Requirements:

1. 15+ years of relevant legal experience gained through a combination of major law firm and in-house experience as a senior in-house counsel, in a corporate environment, preferably with a life sciences organization and with international exposure.
2. Well-developed PC/MAC skills including: MS Windows, MS Excel, Word and PowerPoint
3. Possess a valid driver’s license and ability to travel, at time on short notice.
4. Ability to effectively communicate (orally and written) both technical and non-technical topics.
5. Strong presentation skills demonstrated before customers, senior management and the board.
6. Ability to recognize and manage potential problem areas and resolve them with integrity.

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Education Requirements:

1. J.D. or LLB or higher legal degree
2. Licensed to practice law in Massachusetts or at least one U.S. state

Application Process:

Interested candidates should send their resume to:

Advanced Instruments, LLC
2 Technology Way
Norwood, MA 02062
jobs@aicompanies.com

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time