

## Legal & Compliance Manager

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Company: Alcon

Location: Buenos Aires

Category: other-general

### Legal functions:

Providing legal advice/counsel in business-related areas of expertise (e.g., corporate law, real estate, tax, business litigation, transactions/antitrust, compliance, intellectual property, employment/labor, corporate governance, ethics, etc.);

Researching, analyzing, and interpreting proposed and existing laws, statutes, and regulations;

Identifying, evaluating, and addressing issues of legal risk;

Structuring, drafting, negotiating and/or approving legal contracts, letters of agreement, policies and other documents related to a variety of trade, commercial, financial, and operational matters; and

As necessary, representing/advocating for an organization in litigation, arbitration, mediation or other disputes with courts, government agencies, or other legal authorities; and

Liaising with and managing external legal counsel on complex legal issues.

### Compliance responsibilities:

Managing and performing work related to developing and administering organization-specific ethical standards applicable to all employees including:

Documenting policies and procedures related to the ethical standards established by the business (e.g., policies & procedures related to conflicts-of-interest, confidentiality/privacy,

fraud, appropriate use of company assets, interpersonal conduct in the workplace, etc.);

Develop and conduct employee ethics training and ensure employee attendance/completion of all required courses.

Monitor compliance with ethics programs & procedures, investigate complaints, and verify that deficiencies are corrected.

Minimum requirements:

Argentinian law degree and law license.

Advanced level written and spoken English

Minimum 8 years of experience in legal areas. Experience in medical device / pharmaceutical industry strongly preferred.

Minimum 8 years of experience managing compliance in a multinational company.

Competencies:

Excellent written and verbal communication skills.

Effective and efficient problem-solving capabilities

Ability to work independently and proactively

Excellent time management, prioritization and organizational skills

Ability to manage multiple projects concurrently

Excellent analytical skills

Empathetic and welcoming of differences and diversity

Collaborative team player

Courage and strong ethics and integrity

Flexibility and ability to adapt to change and exhibit learning agility

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