

## **Job description - KTSA OGC Legal Manager**

**Job Title:** Assistant General Counsel

**Location:** CDMX

**Position Level:** Manager IC

**Job Type:** Full time

### **Position summary:**

KTSA is currently seeking an Assistant General Counsel. As described below, the position supports KTSA with respect to the matters described below and reports to the Office of General Counsel in our Legal, Regulatory, and Compliance organization.

The AGC will provide support in connection with a broad range of legal tasks pertaining to both administrative and operational activities and communicate with varying levels of management and internal business clients. The AGC will also work collaboratively with employees in various departments with varying degrees of seniority. The KTSA Assistant General Counsel will also coordinate the support from external legal advisors when required and as agreed with KPMG LLP OGC and serve as KTSA's representative before the Mexican courts and authorities as needed.

### **Responsibilities:**

Identify and assess legal opportunities and risks relating to all aspects of KTSA's operations, including:

#### **Personnel and HR Matters**

- Labor matters, including assisting with the coordination of trial strategies with the support from external legal advisors as agreed with KPMG LLP OGC
- Provide strategic business legal advice and ensure agreements comply with internal corporate policies and processes.

#### **Regulatory and Compliance Matters**

- Manage licenses and permits. Assist with registration processes outlined by Public authorities to obtain establishment permits in Mexico
- Ensure maintenance of the legal files (electronic and paper) and organization of files
- Interpret/draft legal instruments and oversee investigation efforts in connection with external legal advisors and KPMG LLP OGC
- Stay up to date on, and advising internal team members as needed regarding relevant legal and regulatory trends, changes to laws, and other requirements

- Ensure maintenance of records and all documents sent to and received from the federal, state & local authorities
- Oversee all legal requirements and communicate properly and timely with KPMG LLP OGC and external legal advisors

### **Data Privacy**

- Monitor changes to local privacy laws and communicate relevant changes to KPMG LLP OGC
- Coordinate with KPMG LLP OGC on updates to privacy policies and related documents

### **Vendor Procurement**

- Engage in vendor procurement and the acquisition of goods and services process, including management of contracts and supporting documentation
- Work closely with Procurement, and related teams, key decision makers to draft, review, and negotiate a wide range of vendor agreements, including master services agreements, vendor licensing agreements, consulting agreements, data protection agreements, order forms, etc.
- Support Procurement with other contracting activities as required
- Advise and coordinate with Procurement, Finance, HR, Marketing, Operations and other business unit teams regarding associated risks applicable vendor onboarding and purchases

### **Contracts**

- Review, revise and approve from a legal perspective a wide variety of contracts, including marketing and employment agreements (lead generation, recruiting and staffing agreements, sponsorship agreements), master and professional service agreements, and other purchasing agreements and related documents such as statements of work, service orders, order forms, and NDAs, as well as development of contract templates, frameworks, and process improvements

### **The ideal candidate will possess:**

- 1) 8+ years of experience of in-house or private law firm experience advising global organizations.
- 2) Legal knowledge and expertise in matters of: Labor, Software, Telecom, Marketing, Facilities, Taxes, Commercial Contracts and Corporate Law (Mexico Only)
- 3) The strategic, analytical, and interpersonal skills to act as a trusted advisor.

4) Proven ability to interpret and apply complex legal, regulatory, contractual or policy requirements and communicate effectively with nonlawyers with respect thereto (Mexico Only)

**Qualifications/Requirements:**

- Fluency in English
- Law degree from an accredited law school and cédula professional
- Excellent communication, analytical, organization, multitasking and time management skills
- Consistent track record of delivering business impact in a complex corporate environment
- Be capable of working effectively in a cross functional environment and with multiple organizations
- Ability to manage multiple and complex tasks
- Proficiency with Microsoft Word, Excel and PowerPoint and ERP Systems
- Business travel acumen, influencing skills, and the ability to work in a team environment