

POSITION DESCRIPTION

M&A Associate

Department: Corporate

Location: Rochester

Classification: Exempt

Job Type: Full-time M-F, 8:00 AM-5:00 PM

Company Overview:

Woods Oviatt Gilman, LLP is a leading and reputable full-service law firm dedicated to providing exceptional legal services to our clients. With a team of highly skilled and experienced attorneys, we strive to deliver comprehensive and effective solutions to meet the diverse needs of our clients. Our headquarters is in Rochester, NY with additional offices in Albany and Buffalo, NY.

We foster a collaborative and inclusive work environment where every team member is valued and respected. We encourage open communication, teamwork, and professional growth. Our firm promotes a healthy work-life balance and supports the well-being of our employees.

Position Summary:

We are seeking a talented and motivated M&A Attorney to join our team in Rochester, NY. This position is ideal for a third to fifth-year associate with a strong background in mergers and acquisitions and/ or private equity and a passion for representing businesses.

Key Responsibilities:

- Advise clients on various aspects of mergers, acquisitions, and corporate restructurings.
- Conduct due diligence and prepare legal documentation related to M&A transactions.
- Collaborate with clients to understand their business needs and provide strategic legal guidance.
- Negotiate and draft purchase agreements, shareholder agreements, and other transaction-related documents.
- Work closely with cross-functional teams, including finance, tax, and regulatory, to ensure comprehensive legal support.

Required Skills & Qualifications:

- JD from an accredited law school and admission to the New York State Bar.
- 3 to 7 years of experience in mergers and acquisitions or corporate law.
- Strong analytical skills and attention to detail.
- Excellent communication and interpersonal skills, with the ability to establish rapport with clients and colleagues.
- An entrepreneurial mindset, with a proactive approach to problem-solving and client representation.

Other Duties: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this role. It provides a snapshot of the core functions and responsibilities. All inquiries will be handled with the utmost confidentiality. The

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compensation range for this position is \$130,000–\$160,000 annually, plus bonus potential, representing our good faith and reasonable estimate of the potential compensation at the time of posting. Actual compensation will be determined based on various factors, including the candidate's qualifications, experience, skill set, and office location. Additionally, relocation assistance is available for qualified candidates.

Woods Oviatt Gilman LLP is an Equal Opportunity Employer. We value an open mind, dedication to work, and a collaborative spirit. We hire based on these qualities, a job's requirements, our business needs, and an applicant's qualifications. We do not tolerate discrimination or harassment of any kind—in the hiring process or in the workplace. We comply with the ADA and consider reasonable accommodation measures that may be necessary for eligible applicants/employees to perform essential functions. We participate in E-Verify. We will provide the federal government with employees' Form I-9 information to confirm authorization to work in the U.S. We will only use E-Verify once an employee has accepted a job offer and completed Form I-9.