JOB DESCRIPTION

| **Title** | Franchise Law Manager |
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| **Reports To**  | Director of Franchise Development |

**Job Purpose**

The primary purpose of the Franchise Law Manager is to coordinate all sales and legal related projects while providing excellent customer service to new leads as well as [Organization]’s existing Franchise Partners. The incumbent will execute all legal related initiatives throughout the [Organization] franchise development department. They will also carry out various administrative functions and project coordination tasks in support of the franchising department’s initiatives.

In order to succeed, the incumbent must be analytical with excellent organizational skills, strong attention to detail, and self-motivated to work independently.

**Duties & Responsibilities**

Key responsibilities include, but are not limited to the following:

* Draft disclosure documents, franchise agreements, multi-unit development agreements, contracts, releases, non-disclosure agreements, and other legal documents, as required.
* Uphold [Organization]’s mission, vision, and core values.
* Track, update, and prepare lease and license renewals.
* Complete legal research into departmental changes or initiatives ensuring completeness and adherence to current laws and update, as required.
* Manage and execute all Personal Property Security Act registration, renewal, and discharge filings, as required.
* Coordinate and collaborate with company affiliates and personnel.
* Liaise with sellers, buyers, landlords, suppliers, departments, and lawyers, as needed.
* Manage and track store transfer and closure processes, and ensure all requirements are fulfilled.
* Monitor insurance coverage for all franchisee locations, reviewing insurance against minimum requirements and updating insurance requirements, as required.
* Coordinate new account set ups, new builds wrap up documentation, and other franchising department projects.
* Manage critical path documents for each major project, advising on accuracy of project timelines to ensure projects are on time and advise of any delays as soon as they are known.
* Focus on meeting new franchise store and store transfer goals.
* Identify, analyze and correct defaults and non-compliance issues.
* Coordinate approval process for new franchisees, including but not limited to securing and processing paperwork, reviewing and vetting applicants through legal and financial investigations, scheduling interviews, and compiling approval packages.
* Monitor department tracking and administrative functions.
* Provide support in the administration of new applicants through the development process, including the maintenance and creation of relevant legal agreements and other documentation including policies, templates, proposals, etc.
* Monitor franchisee files to ensure relevant contracts, license agreements, leases, and insurance renewals are maintained and up to date.
* Other related projects and duties as assigned.

**Qualifications**

* Bachelor’s Degree or Diploma in Law, administration, business, or a related field is required.
* Minimum of 3 years’ experience in an administrative role or equivalent is required.
* 1 year of experience in Franchising and/or legal position is considered an asset.
* A combination of education and experience will be considered.
* Must have a strong understanding of disclosure laws and franchising processes.
* Must be proficient in the Microsoft Office suite, including Outlook, Word, PowerPoint, and Excel.

**Core Competencies**

* Thoroughness and attention to detail.
* Exceptional interpersonal and relationship building skills.
* Excellent oral and written communication skills coupled with strong proofreading skills.
* Ability to multi-task, prioritize, and meet deadlines.
* Outstanding time management and organizational skills allowing a high level of proactivity and autonomy.
* Ability to interpret, review, and draft legal documentation.
* Strong interpersonal and customer service skills.
* Excellent negotiation skills.
* Ability to demonstrate discretion and confidentiality.
* Demonstrate pragmatic approach to problem-solving and analytical review.

**Working Conditions**

* The standard work week for this position is XX hours.
* The standard business hours for this position are from <insert time> to <insert time>; Monday to Friday.
* Overtime and hours worked outside of the standard work schedule may be required.
* This position is remote/hybrid/onsite.