



## Transactional Attorney Houston Office

### Overview:

GableGotwals is a full-service law firm with nearly 100 attorneys and more than 70 other professionals in Oklahoma and Texas. We represent a diversified client base across the nation, and our connections and reach are global. Fortune 500 corporations, privately owned companies, entrepreneurs, foundations, and individuals entrust us every day with the stewardship and strategic management of their legal challenges. We are well known for our high-quality legal services provided by an experienced group of litigators and transactional attorneys who have been recognized by Benchmark Litigation, Chambers USA, Best Lawyers in America, Oklahoma Super Lawyers, and several federal, state and county bar associations.

GableGotwals is a 2024 USA Today Top Workplace winner, a Top Inclusive Workplace by MOSAIC, and a VETS Indexes Recognized employer. The Firm has been named to VAULT's Top 150 under 150 list for eight consecutive years. We provide a highly engaged, collaborative, team-based approach to doing life at work while we serve our clients with excellence not only throughout Oklahoma and Texas, but across the U.S.

### Why Join Us:

Our purpose is to deliver exceptional legal services using our diverse skills and experience and to enrich our team and community. We strive to exhibit our core values in all that we do. Our core values are:

- Excellence – Provide the highest level of service to internal and external clients
- Integrity – Uphold the highest ethical standards
- Collaboration – Work together with collective skills experience, and efforts for optimal results
- Support – Maintain a positive, respectful environment that embraces diverse perspectives and needs among clients, team members, and community

### Position Summary:

We are seeking a highly skilled and driven Transactional Attorney to join our growing team in the Houston office. This role offers a unique opportunity to work within a growing business transactional practice where you will play an active role in advising clients on a range of complex transactions and legal matters including mergers and acquisitions, banking and corporate finance, securities, and commercial contract matters. The ideal candidate will have at least five (5) years of experience in transactional law, a strong business acumen, with a focus on managing complex business transactions.

### Key Functions:

- Provide comprehensive legal advice to clients on various transactional matters, including structuring, negotiating, and drafting contracts, agreements, and other legal documents.
- Manage and oversee all aspects of transactional deals from inception through closing, ensuring compliance with applicable laws and regulations.
- Conduct due diligence and review legal documentation to identify potential risks and advise clients accordingly.
- Collaborate closely with colleagues and support staff to ensure cohesive and effective matter management. Collaborate closely with clients and other stakeholders to facilitate smooth and efficient communication and transaction processes.
- Contribute to business development efforts by identifying opportunities to expand client relationships and enhance the firm's service offerings.
- Active role in the accurate and timely preparation of client invoices, ensure compliance with billing guidelines, and address any discrepancies or billing issues promptly to maintain client satisfaction.

**Education and Experience:**

- Juris Doctorate (J.D.) from an accredited law school
- Minimum of five (5) years of experience as a licensed attorney (private practice preferred)

**Qualifications:**

- Admission to the Texas State Bar or the ability to obtain licensure
- Strong negotiation, drafting, research and analytical skills
- Excellent interpersonal and communication abilities, with a collaborative approach to client and team interactions
- Competence in developing effective strategies and identifying key legal issues
- Ability to think creatively, use good judgment and decision-making, and operate with accuracy and integrity
- Works well under pressure with flexibility to changing work priorities, workflow, and work assignments
- Demonstrated ability to manage multiple matters and prioritize tasks effectively
- Established technology-driven work ethic
- Ability to build and maintain strong relationships with clients, understanding their business objectives and providing tailored legal advice
- Experience in managing legal support staff and paralegals preferred

**Benefits:**

Enjoy a competitive salary and discretionary compensation along with a comprehensive benefits package:

- Eligible for health and dental insurance on day one
- Free Teladoc appointments with the 'Healthiest You' app
- Firm-funded disability insurance plan and group term life coverage
- Supplemental life, vision, AFLAC, and pet insurance
- 401(k) and profit-sharing plan (subject to plan eligibility service date)
- Parental Leave
- Lactation Room(s) in each office location
- Paid bar and professional memberships
- Paid continuing legal education
- Internal support for business development and practice marketing
- Remote work flexibility with a strong office culture

Gable Gotwals is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, pregnancy, age, national origin, disability, sexual orientation, gender identity or expression, marital status, genetic information, protected veteran status, or other factors protected by law.