



**Partners Enterprise Capital**  
**Job Description: Associate Counsel**

Partners Enterprise Capital LLC (PEC) is seeking an Associate Counsel with a minimum of 3 – 5 years of experience to join its legal and compliance team in Chicago.

This position provides an exceptional opportunity to be a part of a dynamic and growing business. PEC is an independent investment management firm with over \$16 billion of assets under management. PEC focuses on long-term private equity investments in real estate operating companies throughout the United States and primarily in the industrial, residential and retail sectors. The Associate Counsel will be a key member of PEC's legal and compliance group within its Enterprise Management team, which is responsible for managing the day-to-day operational functions of PEC.

PEC seeks candidates with relevant experience at a large or mid-size law firm with a sophisticated corporate practice or similar experience in-house, a strong work ethic and excellent drafting, organization, communication and problem-solving skills. The successful candidate will be a continuous learner with the ability to work well as part of a team and independently. This role is critical to PEC's continued growth and success.

***The Associate Counsel will have the following responsibilities:***

- Provide day-to-day legal support for PEC team members throughout the organization
- Provide strategic advice to PEC's leadership team
- Draft, review and negotiate commercial contracts
- Assist with general corporate and other legal matters related to PEC's business
- Draft, review and analyze governance documents
- Research relevant laws and regulations as needed
- Support PEC's investment adviser compliance program
- Monitor and manage litigation and insurance matters
- Engage with outside counsel on key legal matters
- Communicate effectively with PEC's capital partner and operating company leadership teams
- Assist with Enterprise Management operational activities

***Required skills, capabilities and experience:***

- 3-5 years of experience at a large or mid-size law firm with a sophisticated corporate practice or similar experience in-house
- Bachelor's degree
- Juris Doctor degree
- License to practice law in Illinois
- Excellent drafting, organization, communication and problem-solving skills
- Proficiency with Microsoft Word, Excel and PowerPoint

- Irreproachable character and integrity
- Sound judgment
- Intellectual curiosity
- Desire to make an impact
- Ability to collaborate and form great relationships based on trust and goodwill
- Ability to manage sensitive information with discretion and strict confidentiality
- Ability to multitask and prioritize workload to meet established deadlines and performance standards

PEC is an equal opportunity employer and makes employment decisions on the basis of merit. Company policy prohibits unlawful discrimination based on genetic characteristics or information, race, color, creed, sex, gender, gender identity, religion, marital status, partnership status, age, national origin or ancestry, alienage, physical or mental disability, medical condition, veteran status, sexual orientation or any other consideration made unlawful by federal, state or local laws.

LinkedIn: <https://www.linkedin.com/company/partners-enterprise-capital/about>

***To express interest, please email a resume and personal statement to [careers@pec1999.com](mailto:careers@pec1999.com)***