



Labor & Employment Associate

Kelley Drye & Warren LLP's Labor & Employment Practice Group is seeking a highly motivated **mid-level associate** with a solid background in labor and employment litigation, compliance and counseling work. We have a strong preference for the candidate to be based in our New York office. Ideal candidates will have previous law firm experience, and at least 3 years of experience advising employers on a broad range of labor and employment matters, including:

- Advising employers on federal, state, and local employment laws, including wage and hour, discrimination, harassment, retaliation, and leave issues.
- Counseling clients on a wide range of traditional labor matters such as collective bargaining negotiations, labor arbitrations, union-avoidance strategies and campaigns, labor-management relations, and representation and unfair labor practice proceedings before the NLRB.
- Drafting employment policies, employee handbooks, employment agreements, separation agreements, and other workplace-related documents.
- Managing agency investigations before the EEOC, DOL, and relevant state and local agencies.
- Handling employment and labor litigation in federal and state courts, as well as administrative proceedings, arbitrations, and mediations.
- Drafting pleadings, dispositive motions, motions to compel, briefs, position statements, and other court filings.
- Managing all phases of discovery, including drafting and responding to written discovery, negotiating discovery disputes, preparing and responding to subpoenas, overseeing document collection and production, and taking and defending depositions of parties, fact witnesses, and corporate representatives.

Candidates must also possess:

- JD from an accredited law school and top academic credentials
- 3-5 years of labor & employment experience in a law firm
- Excellent writing and communication skills that support effective advocacy for clients
- Strong analytical abilities, sound judgment, and intellectual curiosity
- High emotional intelligence and the ability to build strong client and team relationships
- Demonstrated work ethic and commitment to delivering exceptional service to exacting clients and colleagues
- Ability to manage multiple matters simultaneously while maintaining high-quality work product
- Admission to the New York bar required; admission in New Jersey, Pennsylvania, and/or

Connecticut is a plus

Interested applicants should submit a cover letter, resume and transcripts (law, and graduate, if applicable).

The salary range displayed is specifically for those potential hires who will work or reside in New York if selected for the role. Any offered salary is determined based on internal equity, internal salary ranges, market data/ranges, applicant's skills and prior relevant experience, certain degrees, and certifications (e.g., JD/technology) for example. Salary Range: \$250,000 - \$295,000.

Kelley Drye offers competitive compensation and benefits packages. Our comprehensive benefits program helps you maintain a healthy lifestyle, achieve financial security, and address your personal and family needs. Programs include health benefits, life insurance and disability income protection, paid parental leave, retirement savings and planning, college coaching, child and elder care offerings, and more. We currently have a hybrid work policy.

Please be advised that all communications regarding open positions at our firm will exclusively originate from email addresses ending in @kelleydrye.com. We encourage you to exercise caution and verify the source of any communication claiming to represent our firm.

Kelley Drye & Warren LLP is an Equal Opportunity Employer (EOE).

Apply [here](#).