



## **Job Opportunity**

Company	Gateway Recruiting LLC
Job Title	Counsel or Senior Counsel, Investigations
Location	Washington, DC or Dallas, TX
Salary Range	
Relocation Assistance	Relocation available for Washington, DC only

### **Job Description / Responsibilities / Requirements**

#### **Job Summary:**

This role is seeking a highly motivated, collaborative attorney to join our growing legal team as Counsel or Senior Counsel, Investigations. This role will report to the Associate General Counsel, Export Controls, and will play a critical part in supporting the company's global compliance, ethics, and investigations function.

#### **Primary Duties & Responsibilities:**

- Lead and conduct internal investigations into potential violations of law, regulation, or company policy, including matters involving trade controls, export compliance, fraud, corruption, conflicts of interest, and employee misconduct.
- Partner closely with the Associate General Counsel, Export Controls to assess and resolve issues arising from export or sanctions-related investigations, including voluntary disclosures and government inquiries.
- Collaborate cross-functionally with Compliance, Human Resources, Internal Audit, Security, and business leaders to ensure investigations are conducted thoroughly, fairly, and in alignment with the company's values.
- Prepare detailed reports and executive summaries outlining investigative findings, risk assessments, and recommendations for remediation.
- Advise management on legal and business implications of investigation outcomes and assist in implementing corrective actions or policy improvements.
- Develop and enhance the investigations framework, including intake procedures, documentation standards, and global tracking systems.
- Provide training and awareness to employees and managers on compliance, reporting obligations, and ethical decision-making.

- Identify patterns and emerging risks from investigations and partner with stakeholders to mitigate future compliance exposure.
- Coordinate external counsel and forensic experts where necessary, ensuring efficient, consistent, and cost-effective investigative support.
- Support M&A due diligence and integration related to compliance and investigations.
- Assist with periodic reporting to executive leadership and regulatory bodies on investigation trends, corrective actions, and overall program effectiveness.

#### **Education & Experience:**

- Juris Doctor (JD) and active license to practice law in at least one U.S. jurisdiction.
- 5-7+ years of legal experience, including substantial experience conducting or overseeing internal or regulatory investigations.
- Experience in a public company or multinational enterprise preferred.
- Familiarity with U.S. trade controls, export laws (EAR, ITAR, OFAC), anti-corruption (FCPA), and related compliance frameworks.
- Prior government or enforcement experience (e.g., DOJ, SEC, BIS) is a plus.
- Proven ability to manage complex, sensitive matters with discretion and sound judgment.

#### **Skills & Attributes:**

- Strong analytical and problem-solving skills, with a focus on practical, risk-based decision-making.
- Exceptional written and verbal communication abilities; able to synthesize complex issues clearly for senior leaders.
- Confident, collaborative, and capable of building trusted relationships across diverse functions and geographies.
- Organized, proactive, and detail-oriented; able to manage multiple investigations simultaneously.
- High integrity, accountability, and discretion in handling confidential information.
- A self-starter with the ability to thrive in a dynamic, fast-paced environment.

#### **Contact Information to Apply**

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