

Job Title: Corporate Counsel

Department: Legal

Reports To: Executive Vice President & Chief Financial Officer

FLSA Status: Exempt

About Us

Founded in 1997, Vuzix (NASDAQ: VUZI) is a growing, dynamic company that specializes in the design, manufacture and sale of smart glasses and augmented reality (AR) technologies and products for the enterprise and consumer markets. Company products include wearable displays and computing devices that offer a portable, high-quality viewing experience for applications in augmented reality, digital information, utility, and entertainment.

Position Summary:

This role will support the legal needs of a publicly traded emerging technology company, including providing support to the executive management team, Board of Directors and various departments and functions within the Company. You will work closely with internal stakeholders (management, sales, procurement, R&D/engineering, HR, finance/accounting, investor relations and communication teams) to assist with general corporate matters, ensure compliance and carry out the responsibilities listed below.

Essential Duties and Responsibilities:

- Give accurate and timely counsel to executives in a variety of legal topics
- Collaborate with management to devise efficient risk mitigation strategies
- Drafting, reviewing, and negotiating a wide variety of commercial contracts and other business agreements and legal documents, including advising management on legal issues and risk.
- Assist with Board relations and provide direct support for Board and Committee activities
- Monitor internal governance policies and procedures and assist management with regular compliance and appropriate updates.
- Advise management with regard to the organization's policies on industry-specific issues, corporate governance, or regulatory affairs
- Work with external counsel to ensure compliance with securities laws, exchange rules and reporting requirements.
- Coordinate with both in-house and external counsel to inform management and implement intellectual property strategy, including patent protections, licensing issues and trade secrets
- Support the HR function with respect to labor laws, personnel issues and other legal needs
- Assist with M&A and investments activities
- Help administer the Company's equity plan, transfer agent processes and shareholder inquiries
- Coordinate with external counsel on litigation matters and advise management on strategy
- Researching and anticipating unique legal issues that could impact the company

- Research and evaluate different risk factors regarding business decisions and operations, and assist with the Company's preparation and regular review of its comprehensive risk assessment
- Communicate and negotiate with external parties (regulators, external counsel, public authority etc.), creating relations of trust
- Deal with complex matters with multiple stakeholders and forces
- Provide clarification on legal language or specifications to everyone in the organization
- Maintain current knowledge of alterations in legislation
- Coordinate as needed with outside counsel for general support in matters requiring local counsel and guidance on discrete issues requiring specialized expertise

Competencies:

To perform this job successfully, an individual should demonstrate the following competencies:

- **Written Communication** – Read and interpret written information effectively, write clearly and concisely, adapt writing style for different audiences.
- **Verbal Communication** – Give focused attention to what others are saying, take time to understand what is being said and respond when appropriate without interrupting, speak clearly and effectively express ideas and opinions, adapt and react professionally in both positive or negative situations.
- **Teamwork & Collaboration** – Balance team and individual responsibilities, consider others' views objectively and with openness to changing your own, give and encourage feedback, contribute to a positive team dynamic, prioritize team success over personal interests, work effectively across departments toward company goals.
- **Professionalism** – Interact with others in a considerate manner, follow through on commitments, react well under pressure and preserve confidentiality, control emotions, and accept responsibility, maintain focus on solutions and treat others with respect and consideration regardless of their status or position.
- **Motivation & Initiative** – Demonstrate persistence and ability to adapt to changes in daily workflow and overcome obstacles, ask for and offer help when needed, work independently when required, volunteer readily and look for ways to improve and create successful outcomes, positively contribute to overall work environment.
- **Respect & Integrity** – Treat people with respect, work ethically and with honesty and integrity, inspire the trust of others, demonstrate appreciation and sensitivity for cultural differences, help promote inclusion and understanding of the value of diversity, embrace differences and support a harassment-free environment.

Minimum Qualifications:

- J.D. degree (or equivalent) from recognized university
- Must be admitted to at least one recognized U.S. state bar, with the ability to register as in-house counsel with the New York State Bar

- Master's in business administration, or a Bachelor's with concentration in business/management will be considered an advantage
- A minimum of 5 years' experience gained in well-respected regional law firm and/or in-house ideally with a focus in corporate, technology, transactional, commercial, or other business-related law practice
- Experience in the tech and media sector
- Proven experience as a legal counsel in business environment
- Excellent knowledge and understanding of corporate law and procedures
- Full comprehension of the influences of the external environment of a corporation
- Demonstrated ability to create legal defensive or proactive strategies
- High degree of professional ethics and integrity
- A self-starter with an excellent compliance skillset
- Ability to work independently with little or no supervision
- Well-organized with the ability to plan and deliver on tight deadlines with attention to detail.
- Strong interpersonal and presentation skills, along with the ability to communicate effectively with others at all levels of the organization
- Strong negotiating skills with both legal and financial/commercial issues
- Ability to establish and maintain strong relationships within the organization's legal department and across all businesses
- Sound judgement and ability to analyze situations and information
- Strong communication skills and a team player
- Excellent analytical, communication, diplomatic, research and writing skills
- Ability to build, keep and maintain good relations internally and externally.
- Must be eligible to work in the United States

Preferred Qualifications:

- Strong consideration will be given to candidates with experience in software licensing, demonstrated leadership ability, and/or career experience in a non-legal business role.

Supervisory Responsibilities: Supervision of the Executive Administrator including assignment of work, approval of time records, and evaluation of performance.

Travel: Negligible

Physical Demands:

- Frequently required to sit, speak, hear, see, and perform repetitive motion (data entry).
- Occasionally required to lift or carry (10 lb. minimum).
- Reasonable accommodations will be made if possible.



Other: All Vuzix personnel are required to have received an approved COVID-19 vaccine, subject to certain medical and religious accommodations.

Vuzix Corporation is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status. We are committed to recruiting and employing the best talent available.