

OVERVIEW

HSG Tech, Inc. is a thriving Laser Cutting Machine Manufacturer in Addison, IL. HSG Tech is the United States Subsidiary for HSG Laser. With over 2,000 employees around the world, HSG is one of the fastest growing machinery companies in the USA and around world. Since 2021, HSG Tech has grown to include services in Canada, Mexico and the United States. Over the next 6-12 months HSG Tech will open and begin to operate its first US-based production facility. Besides this HSG continues to grow its United States presence and will rapidly expand over the coming years. We hope you choose to apply to this fun, exciting, and developing experience.

INTRO TO POSITION

Program Duration: Mid-August through Early December (dates may be flexible, depending on school requirements with possible extension for Spring 2026 semester).

Legal externs are given substantive opportunities to gain experience and learn as members of the Legal Department. The Legal Department is responsible for providing high-quality, cost-efficient, legal and related services to our staff, officers and executive staff. The Legal Department offers challenging and diverse work assignments for legal externs, including contract review and drafting, research and training, HR oversight, companywide policy development, government relations and other projects reflective of the role of HSG's General Counsel. The legal team at HSG supports divisions across the organization on issues such as commercial and contract law; governance; intellectual property (including copyright, and trademark); OSHA, FDA and ISO compliance; First Amendment/Labor Issues; Real Estate development and holding; and employment and labor (labor relations, unions and employment law).

EXTERN RESPONSIBILITIES

Legal externs should be prepared to contribute across all practice areas. Externs will help conduct legal research and prepare legal memoranda, contracts, and other legal documents in conjunction and work with the General Counsel. They also have opportunities to participate in client meetings, trainings, legislative and regulatory meetings for local government officials, and other governmental meetings on behalf of HSG with the General Counsel. Legal externs will spend a good deal of time helping HSG finalize and move into its new production facility this fall. Legal externs will attend multiple meetings throughout the duration of the externship which will help to gain exposure to various entities, government organizations, and local bar associations. HSG legal externs will work with the General Counsel to develop a personal development plan, concluding with a presentation to company executive staff in December. Externs will work with others in the Legal Department, including Jr. Attorneys, HR Directors, HR Specialist,

Administrative staff to gain positive visibility over the course of the externship. Externs will be presented with constant opportunities to work with other company executive staff.

The above duties and responsibilities are not an exhaustive list of required responsibilities, duties and skills. Other duties may be assigned, and this job description can be modified at any time.

HSG currently has very little pending litigation. It is not expected that this role will gain any exposure to court proceedings, although depending on developments over time this may change.

EDUCATION REQUIREMENT

Education: Applicants must be current students in an accredited law school program (2L, 3L, or LLM).

- Development in role and willingness to learn each and every day.
- Expert legal research skills, including sufficient ability to provide correct, accurate and timely answers.
- Strong writing ability
- Experience drafting memorandum
- Strong review and revision skills for contracts, real estate matters, and internal policies.
- Ability to manage multiple tasks at once
- A 'can do' attitude that will develop into a strong team player, and representative of HSG when traveling with the General Counsel.

PREFERRED QUALIFICATIONS

- Ability to be on site in the Addison Office for HSG at least one time per week.
- Bi-Lingual not required, though a positive (Spanish, French or Chinese).
- Experience dealing with multiple tasks at once and having some oversight.

Applicants should have relevant background experience, interest in the in-house legal areas, strong academic credentials, and legal research and writing skills. In addition, we seek candidates with a demonstrated interest in developing skills outside of trial practice.

WORK LOCATION

- This role is planned for 16-24 hours per week (open to discussion), with at least one day being on site in Addison with HSG Legal Staff. The best candidate will grow with HSG and want to be in person to learn from other Legal Staff.

Remote Work Permitted: This is a remote permitted role. This role is based out of our Addison, IL office but the employee may choose to work on a remote basis from a location that the General Counsel approves.

JOB TYPE

This is a for-credit externship; and HSG would expect you to comply with all requirements from your law school to earn credit.

SCHEDULE

HSG plans to work with candidates to set a schedule between 16-24 hours per week. Based on school requirements, externs are required to work at least 16 hours. This will be open for discussion based on interest and development the candidate would like.

COMPENSATION

Course Credit: This externship is designed to be a learning experience for law students for which school credit must be obtained. Applicants must be able to comply with their school's requirements for academic credit.

Does this sound like you? If so, we want to hear from you. All externs must have authorization to work in the United States.

TO APPLY

Email the below to Matthew J. Henry, Esq., matthew.henry@hsglaser.com. If you have any direct questions, you can call or text Matthew at 708-232-0145.

Please include the following to be considered:

Resume

An unofficial law school transcript

Cover Letter

A brief writing sample (or contract prepared by the candidate)