

We are
hiring

Document Analyst

Clarilis liberates lawyers from complex manual drafting, so they can spend more time on the work they trained to do. We do this by combining a market-leading automation platform with experienced professional support lawyers who work with customers to deliver deep automated drafting for law firms in inhouse counsel, globally. A UK-based scale-up, Clarilis customers include over 40 of the top 100 law firms in the UK – we also have customers in Canada, US, Singapore and Africa. A scale-up with a proven track record, Clarilis is positively disrupting the legal sector by increasing lawyer capacity (reducing time to first draft by 90%) that has proven game changing and evidenced by an 100% NPS.

You can find out more about us here: www.clarilis.com

About the role:

This role will suit candidates who thrive in an analytical environment and enjoy details. The successful candidates will join a dynamic team who are dedicated to the creation of detailed document templates used within the key business application. They will have the skills and attributes set out below. This is a junior/trainee role so attitude and the desire to progress are critical.

The Document Analyst role involves:

- Preparing questionnaire templates for our Professional Support Lawyers (PSLs)
- Closely checking all logic throughout the document(s)
- Marking up documents with logical expressions
- Merging documents
- Ensuring documents are formatted and styled correctly
- Identifying minor errors/inconsistencies in documents
- Acting as a link between the PSLs and the automation team
- Testing the automated document(s) prior to release to the client
- Preparing document(s) and the questionnaire template to be sent to the client

For more information or to forward your CV for consideration for this role please email recruitment@clarilis.com

The ideal candidate will have the following skills and attributes:

- 1st or 2:1 degree in an essay-based subject such as English, Philosophy or History
- Excellent grammatical skills and attention to detail
- A logical and methodical approach
- Good understanding of Microsoft Office, in particular, Microsoft Word
- An ability to understand and breakdown complex issues
- Good problem-solving skills
- A desire to learn new approaches and working methods

Other essential skills:

- An ability to communicate with a wide range of people at varying levels of seniority and experience
- A willingness to adapt approach according to a client's requirements
- An ability to work to deadlines and manage own workload efficiently
- A good team player
- Technical aptitude and/or interest in technology would be an advantage

What do we offer:

The successful Document Analysts will be offered training and development. The salary is £23,000 per annum.

Hours: Full-time

Location: Leamington Spa

This is an exceptional opportunity for a successful graduate who has a passion for words, analysis and methodical processes. For more information or to forward your CV for consideration for this role please email recruitment@clarilis.com

EEO Policy:

Clarilis is an equal opportunity employer. All qualified applicants will receive consideration for employment without regards to race, colour, religion, sex, national origin, disability, sexual orientation or any other characteristics protected by law.