

**We are
hiring**

Graduate Document Analyst

CLARILIS™ is a document automation system that saves lawyers a significant amount of time in producing the first draft of all forms of legal documentation. It is designed from the ground up by solicitors for solicitors and takes its lead from traditional drafting techniques. Clarilis works with complex suites of documents.

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 ideal candidate will have the following skills and attributes:

- 1st or 2:1 degree in a literature-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

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



What do we offer:

The successful Document Analysts will be offered training and development. The salary is £23,000 per annum with the potential to move to a more senior role.

This is an exceptional opportunity for a successful graduate who has a passion for words, analysis and methodical processes.

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.

Hours: Full-time

Location: Leamington Spa

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