

DRINKER BIDDLE & REATH LLP
CONFLICTS ANALYST
JOB DESCRIPTION

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| JOB TITLE: Conflicts Analyst | STATUS: Non-Exempt |
| REPORTS TO: Client Intake Manager | LOCATION: Chicago, IL or Philadelphia, PA |
| <p>SUMMARY:</p> <p>We have an opening for an entry level Conflicts Analyst to join our team. The Conflicts Analyst is responsible for the accurate and timely preparation and analysis of conflicts search results and the preparation of a summary report for the requestor. The role is comprised of a combination of administrative and analytical duties.</p> <p>It is essential that this person be a self-starter and able to work well in a team environment and independently. This role is expected to be a substantive contributor and must ensure that excellent client service and client satisfaction is attained in all areas. In addition, in accordance with the firm's Client Service Initiatives, the Conflicts Analyst must consistently display good judgment and have effective interpersonal communications. Confidentiality and discretion are required consistently.</p> | |
| <p>JOB FUNCTIONS:</p> <ul style="list-style-type: none"> • Analyze and evaluate conflict search results. • Identify potential issues and provide a concise and complete summary report of findings to the appropriate people. <p><i>The statements contained in this job description are not necessarily all-inclusive; additional duties may be assigned and requirements may vary from time to time.</i></p> | |
| <p>KNOWLEDGE, SKILLS, AND ABILITIES:</p> <ul style="list-style-type: none"> • Excellent Microsoft Office Skills (Outlook, Word, Excel) with knowledge of MS Office applications (Office 2010 and Windows 7 preferred). • Must possess excellent analytical skills and be able to consistently exercise discretion and independent judgment. • Excellent communication skills, especially the use of good grammar. • Use written communication that is technically sound, grammatically correct and without typographical errors. • Strong proofreading skills. • Must be detail-oriented and able to organize and prioritize numerous tasks so that time sensitive projects are completed on time. • Extremely consistent in producing quality work. • Ability to work as a team player with a high degree of professionalism and confidentiality while maintaining a good rapport with attorneys and staff. • Has initiative in developing and refining skill set; willing to work with new technology. • Client service driven toward internal and external clients. • Unbiased judgment, sound discretion and openness to the views of others. • Ability to interact with people in a manner that shows sensitivity, tact and professionalism. • Able to quickly grasp the goals, service, culture and strategy of both the firm and the Department. • Candidate must conduct him/herself professionally in appearance and actions; must set a positive example for all personnel and support a collegial and collaborative work environment. • Adhere to and serve as a role model for the firm's Client Service Standards. • Willingness to be flexible and perform responsibilities not specifically identified in the job description and assume new responsibilities as the Department's and firm's needs change. • Flexible and dependable with the ability to work overtime as needed. | |

EDUCATION AND EXPERIENCE:

- Bachelor's Degree required.
- Computer Proficiency with the Microsoft Office suite (Word and Excel) is required.
- Experience and working knowledge of working in a database(s) system(s) a plus.
- Minimum of one year experience in conflicts of interest or other research experience in a law firm setting.

We are an Equal Opportunity Employer and we offer an excellent total compensation package, which includes medical/dental coverage (PPO/HD), vision care, life insurance, short and long-term disability plans, 401(k) with employer match, paid vacation/holiday/sick days, wellness programs and more.

TO APPLY: Interested candidates should send their resume and cover letter, including salary expectations, to Human.Resources@dbr.com and reference "**Conflicts Analyst**" in the subject line.
No phone calls please.