

Business Research Librarian

Law Firm

We have an exciting opportunity for a Business Research Librarian in our Atlanta, GA office at Eversheds Sutherland (US) LLP. We are searching for someone who wants to be a valued contributor and member of a talented and dynamic team of lawyers, paralegals and staff.

The Business Research Librarian will work with the Library and Research Services team to provide business, industry and competitive intelligence research in support of attorneys and our Client Practice Group. This position will also support the legal research team as needed.

Responsibilities and Duties:

- Assist business librarians with creation of in-depth company and industry reports.
- Handle routine requests including executive biographies, basic company reports, litigation profiles, and conference attendee information.
- Create and monitor news alerts on clients, companies, topics, and trends using appropriate online resources to support attorneys and Business Managers.
- Assist with specific legal research requests and projects as assigned by business librarians, law librarians and/or Library Manager.
- Assist in the evaluation and selection of business and news information resources.
- Provide research on companies, industries, competitors, and individuals as requested by attorneys or members of CPD and synthesize this information into usable reports.
- Provide back-up to the legal reference desk rotation, responding to requests from attorneys and staff on behalf of the department.
- Maintain research statistics for the business research team.

Additional duties and responsibilities as requested by the Library Manager.

Knowledge, Skills and Abilities:

- Master's Degree in Library or Information Science
- One to two years in a law firm or corporate library
- Excellent communication skills, both oral and written, are required
- Attention to detail, strong organization and time management skills
- Computer skills with knowledge of and proficiency in Word, Excel and Outlook are required
- Familiarity with online news, business, legal and industry resources

Eversheds Sutherland (US) LLP is committed to promoting diversity and inclusion within our Firm and in the larger legal profession. We believe that diverse skills, knowledge and viewpoints make us a stronger firm. Eversheds Sutherland (US) LLP maintains a policy of affording all employees and applicants equal employment opportunities without regard to race, color, religion, sex (including pregnancy, sexual orientation, gender identity or expression), national origin, age, disability, genetic information, marital or familial status, domestic violence victim status, ancestry, amnesty, military and veteran status, or any other characteristic protected by law. Unlawful discrimination, harassment and retaliation will not be tolerated in any of the Firm's offices or any other work-related setting. Qualified individuals with a disability may request a reasonable accommodation in order to apply for a position or to enable them to perform the essential functions of a position for which they are otherwise qualified. EEO.

About Law Firm

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