

Research Manager

Holland & Knight

We are a Firm where people truly believe in what they do and strive to achieve the highest standards of performance and success.

Description:

The Research Manager will join our national team. Responsibilities include managing all aspects of research services for the firm, including legal and business research, training and instruction of efficient research techniques and budget management. The Research Manager is expected to perform outreach, as well as be comfortable with emerging technologies and is responsible for improving access to online materials and providing training for such resources. This role requires candidates to have a progressive approach to Library and Information Science, demonstrate initiative and work as part of a collaborative team on firm-wide issues and projects.

Key Responsibilities Include:

- Working within the team to perform a wide variety of legal and non-legal research projects for lawyers, clients, and staff in multiple offices
- Explain and assist in use of databases and print materials; provide group and individual instruction on research techniques
- Ability to adapt and apply new technologies and workflows;
- Administer the firm's resources to ensure the content is easy to use and accessible
- Process invoices for payment and monitor expenditures against budget targets
- Identify collection strengths and weaknesses; target titles for cancellation; interface with attorneys to align collection with current and future needs
- Coordinate activities with the national research team as well as participate in enhancing research services/firm technologies
- Provide and implement current awareness services, particularly within the firm's industry sector groups
- Record and report research projects and time spent utilizing firm billing software and reference request database
- Commitment to strong service values with an ability to exhibit sound professional judgment, discretion and diplomacy
- Ability to supervise third-party filing service contractors

Special projects and additional duties as assigned.

Qualifications:

- 3-5 years of legal research experience required, preferably in a law firm setting
- Strong MS Office skills, particularly Excel, Word and PowerPoint
- Fundamental understanding of legal concepts

- Expert research and database skills, including proficiency with Lexis, Westlaw, Lex Machina,
- Securities Mosaic, Cheetah, RIA Checkpoint, Research Monitor, Quest, HeinOnline and others
- Basic troubleshooting skills with common IT issues involving access to databases and online content
- Team-focused yet independently motivated for the good of the team and firm
- Interest in working in a fast-paced environment while balancing multiple projects simultaneously

Minimum Education:

Master's Degree in Library Science from an ALA accredited school

Holland & Knight is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity/Affirmative Action-Employer, making decisions without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability status, age, marital status, protected veteran or any other protected class.

About Holland & Knight

We are a Firm where people truly believe in what they do and strive to achieve the highest standards of performance and success. Holland & Knight is a global law firm with more than 1,200 lawyers and other professionals in 27 offices throughout the world. Our lawyers provide representation in litigation, business, real estate and governmental law. Interdisciplinary practice groups and industry-based teams provide clients with access to attorneys throughout the firm.

Web link: https://hklaw.wd1.myworkdayjobs.com/en-US/Holland_Knight/job/Washington-DC/Research-Manager_R1417