

Legal & Business Research Analyst

K&L Gates LLP

Position Summary

The global law firm of K&L Gates has an immediate need for a Legal & Business Research Analyst in our Washington DC office. The Legal & Business Research Analyst will provide legal and non-legal research services and training instruction to all K&L Gates' lawyers and staff. This position will be part of the Library & Information Services team and will work together with several K&L Gates offices to serve lawyers and staff across the firm.

Essential Duties

- Provide expert research and consultative services via a centralized workflow tool to lawyers and staff across multiple time zones
- Conduct online research using resources including, but not limited to, Lexis, Westlaw, WK Cheetah, Bloomberg Law and Capital IQ/Hoovers
- Prepare and deliver instruction on research methods and resources to lawyers and staff on-demand, virtually, and in scheduled live sessions
- Actively liaise and communicate with selected practice groups to develop subject expertise and facilitate better and more proactive service delivery
- Participate in available professional development opportunities and remain current on technological, professional and industry developments in librarianship and legal services

Qualifications

- Master's degree in library or information science or
- 2+ years of experience in a law firm or corporate library setting is preferred
- Demonstrated knowledge of legal research methods and tools is strongly preferred
- Outstanding customer service skills and strong oral and written communication skills
- Ability to manage multiple and often complex research projects, often on tight deadlines, while maintaining a fine attention to detail
- Must have strong collaboration skills
- Previous experience conducting legal and business research in a legal or corporate library is strongly preferred

To Apply

To apply, please go to <https://careers.aallnet.org/jobs/11639922/legal-business-research-analyst>.