



https://www.quovant.com/?post_type=jobs&p=1370

Client Data Specialist

About Quovant

Quovant (formerly LegalBill) stands for something not often found in the Enterprise Legal Management (ELM) space: *the human touch*. For over 20 years, Quovant has been helping its clients achieve the smartest legal spend possible through actionable insights and analytics powered by software and delivered by people.

Some of the world's most recognized brands, including 10% of the Fortune 100, trust Quovant. Our Nashville-based team of legal professionals, data analysts, business intelligence and software experts work closely with our clients to establish best practice billing guidelines, ensure billing compliance, and uncover actionable insights and analytics that lead to better business decisions, operational efficiencies and cost savings.

Description

Quovant is a business intelligence and data analytics firm headquartered in Nashville, Tennessee. We are the leading influence in defining and growing the field of legal spend management. Quovant provides actionable analytics to Fortune 500 and other clients who want to better understand, manage, and optimize their legal spend strategy. Quovant has an excellent entry-level opportunity within its Operations Group for a **Client Data Specialist** in the Data Services Department. This position is a member of our Operations team and reports to the Director of Operations and Administration.

Responsibilities

- Process law firm invoices according to each client's guidelines within one business day of receipt
- Review data for deficiencies or errors, correct any incompatibilities if possible, and check output
- Maintain & update database information as needed for clients and law firms, ensuring accuracy and efficiency
- Prioritize workload according to Quovant methodology and client guidelines
- Communicate with and respond to queries from clients and law firms as needed
- Assist other data services and operations personnel when needed
- Cross-train and support other team members within Data Operations

Qualifications

- Practical experience as a data entry clerk or invoice/records processor desired
- Understanding of client-specific data entry requirements
- High School Diploma or GED required
- Ability to maintain complete confidentiality
- Ability to take ownership of assignments and follow tasks through to completion
- Strong typing and 10-key skills
- Proficient in Microsoft Office – Word, Excel, and Outlook

Job Location

696 Melrose Ave, 37211, Nashville, Tennessee, United States

Date posted

August 21, 2019

- Must be flexible and able to multi-task
- Must be organized, detail-oriented, and process-oriented
- Must be able to work with intense focus and minimal supervision
- Strong commitment to team success
- Strong verbal and written communication skills
- Ability to prioritize and work under a tight schedule

Job Benefits

- Competitive salary
- 401K
- Employer-sponsored health, dental and vision benefits
- Generous vacation, holiday and sick leave benefits
- High energy team and flexible work environment
- Supportive executive leadership team
- Regular company gatherings, social hours and a fully-stocked pantry with snacks, coffee and soda!
- We encourage and celebrate diversity in the workplace. EOE