



<https://www.quovant.com/job/compliance-analyst-january-2022-start/>

Compliance Analyst – January 2022 Start

About Quovant

Quovant is a business intelligence and data analytics firm located in Nashville, Tennessee. We are the leading influence in defining and growing the field of legal spend management. Quovant provides actionable intelligence for clients who want to better understand, manage, and optimize their legal spend strategy.

Description

Quovant seeks talented individuals who can support our growth globally. We have an excellent opportunity within our Compliance Services Group for a legal professional (paralegal or attorney), seeking an alternative career path to that of private law practice or corporate law department, to utilize their legal education and work experience in a unique manner.

Employment Type

Full-time

Job Location

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

Date posted

November 5, 2021

Primary Job Responsibilities

- Perform an objective and subjective review of law firm invoices to determine compliance with the client's Outside Counsel billing guidelines
- Effectively prioritize and self-manage workflow to meet a standard analysis time for invoice processing according to Quovant methodology and client requirements
- Establish and maintain excellent rapport as the primary contact for assigned client(s)
- Develop and maintain diplomatic relationships with law firms to best serve mutual client(s)
- Communicate and respond to inquiries from external parties as needed
- Track and update client authorizations and exceptions at the law firm and case level in company database
- Work closely with other departments to ensure accuracy and completeness of client data

Required Skills and Experience

- J.D. or ABA-approved Paralegal Certification (or equivalent degree in Paralegal Studies) required
- Minimum two (2) years prior law firm experience as a paralegal or attorney within one or more of the following practice areas: general liability, workers' compensation, insurance defense, health care law, asbestos litigation, civil tort, intellectual property/patent, class action or business law
- Demonstrated ability to work independently with the highest level of integrity and confidentiality
- Strong work ethic, initiative and commitment to team success
- In-depth knowledge of legal terminology and defense counsel billing practices (including hourly billing)

- Thorough understanding of litigation process
- Advanced deductive reasoning skills
- Superior customer service skills
- Strong working knowledge of Microsoft Office
- Sound judgment and decision-making abilities
- Flexibility and ability to multi-task
- Organized and detail-oriented

Job Benefits

- Competitive salary commensurate with work experience and skill level
- 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