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Data Support Coordinator

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 seeks talented individuals who can support our growth globally. We have an excellent opportunity within our Data Operations team for a **Data Support Coordinator**. Strong candidates will possess a demonstrated ability to work independently with the highest level of accuracy and integrity and have a high level of proficiency in Microsoft Office. This position reports to the Director of Operations and Administration.

Responsibilities

- Provide operational support by completing a wide variety of data-entry
- Research and obtain further information for incomplete entries
- Maintain and update accurate client information
- Update databases and relay information to pertinent parties
- Schedule and execute quality control checks
- Assist team members by coordinating tasks including data entry, inbox management, and other responsibilities
- Work with department manager to ensure team members have all necessary tools and resources to work efficiently and accurately
- Prioritize workload according to Quovant methodology and client guidelines
- Maintain a strong understanding of Quovant services
- Cross-train and support other team members within Data Operations when needed or as requested by department manager

Qualifications

- High school diploma or general education degree (GED) with a minimum of two years of related experience
- Ability to work effectively in a team environment with a strong commitment to team success
- Ability to prioritize and work under a tight schedule

Job Location

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

Date posted

September 28, 2019

- Ability to learn new programs and take on new tasks
- Strong math skills
- Strong working knowledge of Microsoft Office
- Strong problem solving skills
- Must be flexible and able to multi-task
- Must be organized and detail-oriented
- Ability to maintain complete confidentiality

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