Legal Data Analyst

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 for a paralegal, legal billing coordinator or attorney seeking an alternative career path to that of working within private law practice or corporate legal departments. The **Legal Data Analyst** position is a member of our Operations team and reports to the Director of Operations and Administration.

Responsibilities

- Manipulation and evaluation of large data sets
- Analyzing and interpreting client data
- Review, categorization, summarization, and analysis of legal invoice data
- Summarization and analysis of client data in accordance with an established reporting framework
- Data classification and clustering
- Cleaning data and verifying data accuracy (quality control analysis)
- Generation of narrative analysis
- Project-based reports and assignments
- Report creation as needed
- Review data for deficiencies or errors, correct any incompatibilities if possible, and check output
- Cross-train and support other team members within Data Operations

Qualifications

- A degree in one or more of the following disciplines is preferable: Law, Business Administration / Management, Economics, Accounting, Business Information Systems, or Paralegal Certificate
- Education/training/experience in a legal related field as paralegal, legal billing coordinator or attorney preferable

Employment Type

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

Date posted
August 21, 2019

- In-depth knowledge of legal terminology and legal practices (including hourly billing)
- Good summarization skills in order to condense and analyze data for reporting
- Ability to work effectively in a team environment
- Ability to prioritize and work under a tight schedule
- Creative, analytical thought process and excellent problem solving skills
- Excellent written and oral communication skills
- Strong knowledge Microsoft Word, Excel, PowerPoint, and Outlook
- Ability to maintain confidentiality
- Ability to take ownership of assignments and follow tasks through to completion

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