



Title: Research Assistant

Location: Los Angeles

Hours:

9:00 a.m. – 6:00 p.m. or 9:30 a.m. – 6:30 p.m. Monday – Friday

Job Summary:

The Research Assistant will provide research support and administrative services for the Research & Information Management department.

- Assist the Research team with basic research requests for online and print resources.
- Help to maintain data on the intranet site for the Research & Information Management department.
- Perform research for new client intake and business development.
- Manage online passwords and auto-forwarding rules for online services.
- Process online invoices and perform cost recovery analysis. Input client-billable information for online bills into accounting system.
- Perform other projects to support the Research team as needed.

Qualifications:

Must have strong organizational skills with ability to handle multiple tasks simultaneously. Excellent attention to detail and the ability to work harmoniously with others. Effective oral and written communication skills, along with strong customer service skills. Basic knowledge of Microsoft Word and Excel. Prior experience with legal research preferred.

Experience:

Bachelor's degree (B. A.) from four-year college or university and 2 to 3 years paralegal or law library experience. Paralegal certificate, MLS or MLIS preferred.

HOW TO APPLY

Submit your resume along with your letter of interest in MS Word, including the location and position to:

Email: resumes@gibsondunn.com

Fax: 213.229.7520

Mail: Human Resources - Gibson, Dunn & Crutcher LLP
333 South Grand Ave, Los Angeles, CA 90071