



BUSINESS RESEARCH SPECIALIST

Sheppard, Mullin, Richter & Hampton LLP, an AmLaw 100 law firm with worldwide offices is currently recruiting a Business Research Specialist. This position is located in our Los Angeles office.

The Specialist will work closely with Research & Information Services (Library) and Marketing & Business Development and have responsibility for conducting research and analysis to support the Firm's competitive intelligence efforts.

The Specialist participates in team project efforts and ensures client service and satisfaction are attained in all areas of the position.

Responsibilities

- Delivery of non-legal research, analytics projects, and current awareness information to attorneys and appropriate team members.
- Work closely with practice group leaders, business development managers, and librarians to identify and create, customize, and monitor alerts and reports for "know your client" and business lead generation efforts using programs such as Manzama, Newsdesk, Deal Pipeline, Lexis Advance, Westlaw, S&P CapitalIQ, BloombergLaw, etc.
- Schedule and follow-up on online database management and necessary training for attorneys, paralegals and others, including initial skills assessment.
- Conduct general business research as needed.
- Serve as both Subject Matter and Resource Expert on the systems used to for research and analytics.
- Monitor product effectiveness.
- Maintain awareness of current legal and business research materials, techniques and resources; build research skills in new areas of the law.
- Actively pursue continuing education opportunities and read professional literature to ensure that our research services are efficient, cost-effective and complete.
- Participates in professional conferences when scheduling permits.
- Must be able to work extra hours and occasional travel upon request.

Education and Experience

- Four-year college degree is required.
- Master's degree in Library or Information Science (and an additional related degree such as a J.D. or an M.B.A) is strongly preferred plus a minimum of three years related experience. An equivalent combination of relevant education and experience will be considered.
- Excellent online analytical and research skills including experience using industry specific tools such as Capital IQ, Manzama, Monitor Suite, Intelligize, and Bloomberg Law, among others.
- Proven proficiency with Word, Excel, and research databases (such as Lexis, Westlaw, ProQuest, Cheetah, etc., ...) is required.

Please e-mail letter of interest and resume to: cs.la@sheppardmullin.com

Principals only.

EOE.