

About Us

Skadden, Arps, Slate, Meagher & Flom LLP has forged a reputation as one of the most prestigious law firms in the world. Relying on innovation, intellect, teamwork and tenacity, our lawyers deliver the highest quality advice and novel solutions to our clients' legal issues. We are known for handling the most complex transactions, litigation/controversy issues, and regulatory matters, as well as for the strong partnerships we build with clients and each other. Our attorneys, who reflect a broad range of experiences and perspectives, work together seamlessly across 50-plus practices and 21 offices in the world's major financial centers.

APPLY

The Opportunity

We are seeking a Research & Knowledge Analyst to join our Firm. This position will be based in our Los Angeles office (hybrid), with hours of Monday - Friday 11am-7pm PT.

Responsible for researching and providing information, analysis and expertise to attorneys and business services professionals in all practice areas and offices of the Firm. Analyzes legal, corporate and general resources and communicates findings in a clear and concise manner.

Responsibilities

- Supports complex research requests for Firm attorneys and business services professionals across the globe.
- Performs cost efficient ready reference and in-depth research on legal, corporate and other topics using online and print resources to support all practice areas of the firm.
- Uses question and answer skills to conduct effective reference interviews.
- Distills research results into clear and concise reports of findings.
- Provides full service research when working remotely or in the office.
- Uses workflow software for the distribution and recording of requests.
- Assists other department staff members when needed.
- Demonstrates effective interpersonal, written and verbal communication skills to facilitate effective work relationships with others.
- Manages Firm resources responsibly.
- Complies with and understands Firm operation, policies and procedures.
- Performs other related duties as assigned.

Qualifications

- Expertise in using computer-based research tools: Lexis, Westlaw, Bloomberg Law, Intelligize, Practical Law, Capital IQ, Deal Point Data, Pitchbook, VitalLaw, Docket Alarm, HeinOnline, and more
- Broad and thorough knowledge of legal, business and financial information sources
- Knowledge of relevant firm computer software programs (e.g., Outlook, Excel, PowerPoint), with the ability to learn new software and operating systems
- Brings strong analytical and troubleshooting skills, close attention to detail, and sound, independent judgment and discretion.
- Communicates clearly and effectively, both verbally and in writing, with a courteous, professional, customer-focused approach, and works well independently and as part of a team.
- Organizes and prioritizes work to meet deadlines across multiple projects with shifting priorities, works well under pressure in a demanding, fast-paced environment, and handles sensitive matters confidentially.
- Ability to use discretion and exercise independent and sound judgment
- Flexibility to adjust hours and work the hours necessary to meet operating and business needs

Education and Experience Required

- Master's Degree in Library Science or a minimum of two years directly related experience
- Minimum of two years' experience conducting research in a legal or corporate information center

Culture & Life at Skadden

What makes Skadden special is our people and the culture, community and spirit of collaboration we have created. We believe in teamwork and inspiring each other to be our best in an atmosphere that promotes professionalism and excellence in all that we do. We know that inclusion and drawing on the strength of a wide spectrum of talent only make us better and is vital to the firm's success. Our goal is for everyone at the firm to enjoy a challenging career with opportunities for development and growth and to support the well-being of our attorneys and business services professionals.

Benefits

- The overall well-being of our team is important to us. We offer generous benefits to help you achieve wellness in all areas of your life.
- Competitive salaries and year-end discretionary bonuses.
- Comprehensive health care (medical, dental, vision), savings plan/401(k) and voluntary benefits.
- Generous paid time off.
- Paid leave options, including parental.

- In-classroom, remote, and on-demand learning and professional development opportunities.
- Robust well-being classes and programs.
- Opportunities to give back and make an impact in local communities.

Apply here: https://skadden.wd5.myworkdayjobs.com/Skadden_Careers/job/Los-Angeles/Research---Knowledge-Analyst_JR_2807