

Conflicts Analyst

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Company: Jobot

Location: Dubai

Category: other-general

Duties & Responsibilities Define effective search strategies and conduct conflicts searches for new business and potential lateral matters using the firm's internal electronic database. Analyze, articulate and communicate search results to firm attorneys, including the identification and suggested resolution of potential conflicts. Perform comprehensive corporate research using online databases to accurately determine corporate affiliations and relationships. Work collaboratively with Conflicts Counsel, Conflicts Attorneys, General Counsel, firm attorneys and the conflicts team to aid in conflicts resolution. Draft engagement letters, conflict waivers and ethical screen memorandums for review. Assist in the ongoing review, reconciliation and clean-up of the firm's existing client/matter information and conflicts database. Provide excellent customer service to legal assistants and firm attorneys. Must have ability and willingness to work remotely outside of normal business hours as needed.

Requirements Bachelor's degree or equivalent combination of education and experience. 2+ years of experience working in a law firm conflicts department that utilizes Intapp (strongly preferred) or equivalent conflicts software. Working knowledge of professional responsibility and legal ethics rules pertaining to conflicts. Ability to efficiently manage multiple tasks and projects while providing an accurate work product in a high-volume, fast-paced work environment. Ability to think critically, independently and decisively. Ability to take initiative and adapt to changes in workflow, processes and procedures. Ability to work effectively in a team atmosphere. Strong interpersonal, written and verbal communication skills. Ability to scale communications to all levels within the firm and translate complex issues into simple concepts.

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