

# SAMPLE JOB DESCRIPTION

## Legal Operations Analyst

New York, NY

### Background

We are seeking a skilled legal operations analyst to take charge of reporting and data management for our legal team. The position will work closely with our legal team to identify opportunities for improvement and help implement those changes.

As a legal operations analyst, you will develop playbooks and processes, generate reports, and implement data-driven strategies to control costs, forecast resource and budget needs, and monitor internal and external resource performance.

### Responsibilities

- Develop reports and processes to monitor people, processes, and spend throughout the legal department
- Present data to finance and accounting departments that explains, categorizes, and justifies legal department spend
- Identify opportunities to streamline processes and use the legal department budget more efficiently
- Develop and monitor the legal team's contract lifecycle management process
- Create legal billing guidelines and manage billing matters
- Provide technical and training support for new legal department hires
- Collaborate with teams, including sales, customer support, IT, finance, and accounting

### Requirements

- B.A. or equivalent work experience
- 2+ years of experience in the contract field, contracts administration, or legal operations
- Experience with legal analytics and legal terminology
- Proficient in business applications such as Microsoft Word and Excel, document management systems, and legal enterprise software
- Ability to work with multiple data sets in order to make informed recommendations; experience with business intelligence tools is preferred
- Excellent analytical, problem-solving, and communication skills