

## Senior Legal Associate (On-site)

[Apply Now](#)

Company: KLDiscovery

Location: India

Category: other-general

Candidates with extensive experience in Contracts Abstractions and/or Contract Management domains, coupled with a clear understanding of contractual terminologies, are encouraged to apply for contract management positions. The ideal candidate should possess strong attention to detail, demonstrating the ability to read, comprehend, and interpret standard to complex documents accurately. Commitment to maintaining high levels of accuracy and quality, even when working within tight deadlines, is crucial. The candidate should showcase adaptability by quickly learning new applications and processes with minimal supervision. Strong organizational and time-management skills are essential, as is a high level of professionalism, trust, and integrity.

Onsite work opportunity.

### **Responsibilities**

Perform contract abstraction, summarization, and management of contracts in the CLM platforms.

Review, perform QC, and ensure QA of commercial contracts in accordance with playbook guidelines.

Conduct peer reviews of abstracted data to guarantee the capture and input of all critical clauses/data.

Interpret and abstract commercial contract documents including MSAs, amendments, DPAs, NDAs, and any nonstandard contracts.

Accurately input data into CLM platforms such as Ironclad, Contract Works, Conga, Icertis, etc.

Identify and flag items requiring additional information for follow-up.

Coach and train new team members on the contract abstraction process.

Identify risks in the process and escalate them to management.

Prepare and maintain reports and records of the process and tasks.

Report to internal stakeholders and management.

Assist in creating guidelines and manuals for the process.

Help in updating/modifying the guidelines for the client.

Perform quality assurance checks on the reviewed contracts.

### **Qualifications**

Law graduates with a minimum of 3+ years of post-qualification experience in contract management.

Experience in analyzing data and problem-solving.

Previous experience with contract management, preferably in commercial contracts is mandatory.

Previous experience in CLM platforms (., Ironclad, Conga, Cobblestone, Icertis, .

Proficiency in Microsoft Office.

### **Our Cultural Values**

Entrepreneurs at heart, we are a customer first team sharing one goal and one vision. We seek team members who are:

Humble - No one is above another; we all work together to meet our clients' needs and we acknowledge our own weaknesses

Hungry - We all are driven internally to be successful and to continually expand our contribution and impact

Smart - We use emotional intelligence when working with one another and with clients

Our culture shapes our actions, our products, and the relationships we forge with our customers.

## Who We Are

KLDiscovery provides technology-enabled services and software to help law firms, corporations, government agencies and consumers solve complex data challenges. The company, with offices in 26 locations across 17 countries, is a global leader in delivering best-in-class eDiscovery, information governance and data recovery solutions to support the litigation, regulatory compliance, internal investigation and data recovery and management needs of our clients.

Serving clients for over 30 years, KLDiscovery offers data collection and forensic investigation, early case assessment, electronic discovery and data processing, application software and data hosting for web-based document reviews, and managed document review services. In addition, through its global Ontrack Data Recovery business, KLDiscovery delivers world-class data recovery, email extraction and restoration, data destruction and tape management. KLDiscovery has been recognized as one of the fastest growing companies in North America by both Inc. Magazine (Inc. 5000) and Deloitte (Deloitte's Technology Fast 500) and CEO Chris Weiler has been honored as a past Ernst & Young Entrepreneur of the Year. Additionally, KLDiscovery is an Orange-level Relativity Best in Service Partner, a Relativity Premium Hosting Partner and maintains ISO/IEC 27001 Certified data centers. KLDiscovery is an Equal Opportunity Employer.

[Apply Now](#)

### Cross References and Citations:

1. Senior Legal Associate (On-site)[SearchEuropeanjobs Jobs India SearchEuropeanjobs](#) ↗
2. Senior Legal Associate (On-site)[SalesjobsnearmeJobs India Salesjobsnearme](#) ↗
3. Senior Legal Associate (On-site)[ExpertiniJobs India Expertini](#) ↗
4. Senior Legal Associate (On-site)[Contentwriterjobs Jobs India Contentwriterjobs](#) ↗
5. Senior Legal Associate (On-site)[Europajobscentral Jobs India Europajobscentral](#) ↗

6. Senior Legal Associate (On-site) Minejobs Jobs India Minejobs ↗
7. Senior Legal Associate (On-site) Hongkongjobs Jobs India Hongkongjobs ↗
8. Senior Legal Associate (On-site) Internjobs Jobs India Internjobs ↗
9. Senior Legal Associate (On-site) Ukjobopportunities Jobs India Ukjobopportunities ↗
10. Senior Legal Associate (On-site) Whitecollarjobs Jobs India Whitecollarjobs ↗
11. Senior Legal Associate (On-site) Kenyajobs Jobs India Kenyajobs ↗
12. Senior Legal Associate (On-site) Salesjobsnearme Jobs India Salesjobsnearme ↗
13. Senior Legal Associate (On-site) Switzerlandjobs Jobs India Switzerlandjobs ↗
14. Senior Legal Associate (On-site) Teacherjobs Jobs India Teacherjobs ↗
15. Senior Legal Associate (On-site) Govcareer Jobs India Govcareer ↗
16. Senior Legal Associate (On-site) Searchcanadajobs Jobs India Searchcanadajobs ↗
17. Senior Legal Associate (On-site) Canadianjobscentral Jobs India Canadianjobscentral ↗
18. Senior Legal Associate (On-site) Seekingjobs Jobs India Seekingjobs ↗
19. Senior legal associate (on-site) Jobs India ↗
20. AMP Version of Senior legal associate (on-site) ↗
21. Senior legal associate (on-site) India Jobs ↗
22. Senior legal associate (on-site) JobsIndia ↗
23. Senior legal associate (on-site) Job Search ↗
24. Senior legal associate (on-site) Search ↗
25. Senior legal associate (on-site) Find Jobs ↗

Source: <https://in.expertini.com/jobs/job/senior-legal-associate-on-site--india-kldiscovery-3a5b10abc7>

Generated on: 2024-05-05 by Expertini.Com