

# Position

---

## Graduate Document Automation Specialist



**We're  
Hiring**

CLARILIS™ is a document automation system that saves lawyers a significant amount of time in producing the first draft of all forms of legal documentation. It is designed from the ground up by solicitors for solicitors and takes its lead from traditional drafting techniques. Clarilis works with complex suites of documents. You can find out more about us here: [www.clarilis.com](http://www.clarilis.com)

### **About the role:**

The successful candidates will join a dynamic team who are dedicated to the creation of detailed document templates used with the key business application. This role will suit individuals who thrive in an analytical role environment and enjoy details. Candidates should have the following skills, experience and attributes. This is a junior/trainee role so attitude and the desire to progress are critical.

### **The ideal candidate will have the following skills and attributes:**

- 1st or 2:1 degree in a numerate, analytical or technical subject or equivalent
- Ideally, grade A in Maths A-level
- Significant attention to detail, excellent written and numerical skills
- Some experience or interest in computer coding, scripting or data analysis
- Good problem-solving skills
- An ability to understand and breakdown complex issues
- A willingness to learn new approaches and working methods

### **Other essential skills:**

- An ability to communicate with a wide range of people with varying levels of seniority and experience
- A willingness to adapt your approach according to a client's requirements
- An ability to work to deadlines and manage own workload efficiently
- A good team player
- Technical aptitude and/or interest in technology would be an advantage

### **The role involves:**

- Automation of questionnaire based specifications created by our legal team
- Coding in XML
- Automating Word and pdf documents
- Testing
- Working closely with the legal team to solve problems that arise during the automation process

### **What do we offer:**

The successful candidate will be offered training and development including an introduction to XML, a salary of £23,000 and the potential to move into a more senior role.

This is an exceptional opportunity for a successful graduate who has a passion for logic and methodical processes

This is a fantastic opportunity for you to gain new skills out of University while putting your degree to good use!

## **EEO Policy:**

Clarilis is an equal opportunity employer. All qualified applicants will receive consideration for employment without regards to race, colour, religion, sex, national origin, disability, sexual orientation or any other characteristics protected by law.

Hours: **Full-time**

Location: **Leamington Spa**

To apply for this opportunity, please send your CV and cover letter to:

[graduaterecruitment@clarilis.com](mailto:graduaterecruitment@clarilis.com)

