



LEGAL PROJECT ANALYST

FIRM OVERVIEW

Berger Montague PC, a pioneering plaintiffs' class action litigation law firm, headquartered in Philadelphia, offers a competitive salary, discretionary bonus, and attractive benefits package for a Legal Project Analyst to support the class action litigation team. This position can be located in our Philadelphia or Minneapolis office.

This entry-level position is an excellent opportunity to gain experience working in a law firm, and to be involved in case development. This is a full-time, hourly position, working within standard business hours. The firm is currently in a hybrid work setting (i.e., two days working in the office and three days working remotely), with a long-term plan to maintain a hybrid work environment.

PRIMARY RESPONSIBILITIES

- Communicate via email and telephone with potential clients
- Interview potential clients and obtain documents from them
- Work with attorneys to conduct research and analyze potential claims
- Review and summarize information for attorneys at regular meetings
- Use lead intake software to record potential client information
- Process mail, including sorting & filing, scanning & verifying document images, and organizing electronic copies
- Prepare written materials, including memos, letters, email, reports, and case documents

QUALIFICATIONS

- Bachelor's degree with strong academic record
- Experience working in a client- or customer-facing role
- Excellent telephone, verbal, and writing skills
- Experience working in a database, and with Microsoft Office, Adobe
- Demonstrated interest in the legal field
- Incredible attention to detail and ability to work well in a team setting, but also to be self-motivated
- Highly organized, with strong time management skills

TO APPLY

To be considered, please submit a cover letter and resume to careers@bm.net. Please include "Legal Project Analyst" in the subject line.

Berger Montague PC is an equal opportunity employer committed to promoting a diverse workplace. All qualified and interested candidates are encouraged to apply.