

JOB DESCRIPTION

Job Title	Knowledge Specialist
Job Type	Permanent
Location	Knowledge Centre, Gurgaon
Days/Hours of Work	Monday to Friday 09.30 to 17.30
Reports to	Knowledge Centre Manager
Job Purpose Summary	<p>Working for OSC Export Services Private Limited in our office in Gurgaon (near Delhi, India), you will provide transactional and case support to our client Clifford Chance, a leading global law firm (see www.cliffordchance.com for further information).</p> <p>You will have the opportunity to work for teams of lawyers in London and some of Clifford Chance's other offices around the world. The specific transactions you will work on may vary, but are likely initially to be related to litigation, asset finance, and securitisation.</p> <p>Many of the cases and transactions you will work on will be international in scope, although you will not work on Indian matters, and you will not be giving Indian or other legal advice.</p>
Key Responsibilities	<p>You will be required to support lawyers of all levels in the practice areas of the London office of our client, and other Clifford Chance offices. Typical responsibilities are likely to include:</p> <ul style="list-style-type: none">• assisting in the preparation of documentation based on templates or previous deal documents;• reviewing, collating and indexing documents for relevance and/or privilege, and liaising with and supervising third party organisations working on similar tasks;• reviewing documents for specific provisions and drafting summaries of key terms;• carrying out specific pieces of research;• collating results from different practice areas and offices of our client, and creating reports that summarise the results of large-scale document reviews in a consistent format; and• assisting in liaising with counsel in jurisdictions in which our client does not have offices and ensuring that advice received covers relevant issues and is consistent and set out in an appropriate format.

Remuneration	You will be paid a salary of INR 5,30,000 (five hundred and thirty thousand India Rupees) per annum. In addition, you will be eligible for a performance-related bonus of up to 30%.
Training	<p>You will spend approximately the first 6-8 weeks in the role in London, working closely with lawyers at our client, Clifford Chance. During this time, you will be given the specialist training that you will need in order to carry out the role. Your travel and living expenses in London will be paid in addition to your salary.</p> <p>Longer term, you will also be offered the opportunity to participate in an ongoing training programme, which will enable you to gain and improve a wide variety of business skills.</p>
Skills	<p>Although you will not be practising Indian law, you will be required to be qualified as an Indian Advocate by the time you start, and subsequently enrol with the Bar Council of India, in order to ensure that you have received relevant background training to enable you to understand the work of our client.</p> <p>Once qualified and having completed training, you will be expected to apply your technical knowledge across the fields supported by the Knowledge Centre (initially litigation, asset finance, and securitisation). In addition, you will be expected to gain knowledge of the processes and procedures carried out in these fields.</p> <p>You will be IT literate, and familiar with Microsoft Word and Outlook.</p> <p>The support you will provide to our client will be within a defined set of processes and tasks, and regular review and supervision will take place. However, you will be required to use your knowledge and experience to identify, analyse and address problems or issues within these processes.</p> <p>You will also be expected to be self-sufficient and well-organised in planning your own time, particularly when taking on tasks with a high volume of documents as input or output.</p> <p>Your decisions will have a direct impact on your Clifford Chance client contacts. As such you will need a good understanding of each client contact's needs and expectations, and of the transaction on which he or she is working.</p> <p>You will be required to communicate in a clear, concise and logical manner, and to use excellent business English, whether speaking or in writing. Documents produced will be clear and well written.</p> <p>You will also communicate effectively with others, sharing appropriate information, actively listening and clarifying enquiries through the use of questions. In doing this you will build effective and constructive relationships with your client contacts and colleagues.</p>