

**We are  
hiring**

# Graduate Document Automation Specialist

Clarilis liberates lawyers from complex manual drafting, so they can spend more time on the work they trained to do. We do this by combining a market-leading automation platform with experienced professional support lawyers who work with customers to deliver deep automated drafting for law firms in inhouse counsel, globally. A UK-based scale-up, Clarilis customers include over 25 of the top 100 law firms in the UK – we also have customers in Canada, US, Singapore and Africa. A scale-up with a proven track record, Clarilis is positively disrupting the legal sector by increasing lawyer capacity (reducing time to first draft by 90%) that has proven game changing and evidenced by an 100% NPS.

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 Document Automation Specialist 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 £24,500 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, and 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

For more information or to forward your CV for consideration for this role please email [recruitment@clarilis.com](mailto:recruitment@clarilis.com)