



Job Description

Associate Attorney

9 February 2019

Why Mindcrest?

Mindcrest Inc. is a legal services provider headquartered in Chicago (USA) with operations in the UK and India. Mindcrest has offices in Chicago, New York, London, and Pune, India. Mindcrest offers a comprehensive portfolio of services, including document review and management, contracts management, tax and legal analytics, compliance, and legal research. Mindcrest introduced many innovations to the outsourcing of legal services such as Six Sigma quality methodologies, project management framework, metrics, pricing models, and training guidelines which are now considered the industry standard. Mindcrest is recognized as a market leader by Chambers and Partners, The Black Book of Outsourcing, International Association of Outsourcing Professionals, and Frost and Sullivan. Mindcrest is the legal services partner of choice for Fortune 500 corporations and top law firms. Here at Mindcrest, we are very proud of our collegial culture and we are looking for more outstanding individuals to join our Mindcrest team. We differentiate ourselves from our competitors with our commitment to your development. Mindcrest University, our unique learning and development program, is considered an industry leader so if you want to succeed as a part of a great team, develop your skillset, and grow individually and professionally, join us and rise above the rest.

Why Pune?

[Pune](#) is one of the most famous cities of [India](#) and the second largest city of [Maharashtra](#). This beautiful city is the cultural capital of [Maharashtra](#) and is renowned for its cultural activities such as classical music, spirituality, theatre, sports, and literature. The city has emerged as a major educational hub in recent decades and is known as the “Oxford of the East” with nearly half of the total international students in the country studying in Pune. The ‘Mercer 2018 Quality of Living Rankings’ evaluated living conditions in more than 440 cities around the world and ranked Pune at 142 which places it as one of the top ranking in India.

Job description

Key Job Functions/Responsibilities:

- *Project management:*
 - Ensures thorough understanding of a given task's requirements and its role in the overall process and project
 - Produces work that meets the client's requirements in format and content; meets communicated metrics; displays strong attention to detail and process orientation
 - Records all time completely and accurately in accordance with established policy
 - Foresees issues and escalates them accordingly
 - Effectively manages files and documents
 - Works in accordance with technology and process requirements
 - Provides professional, timely, and prompt responses to the Delivery Managers so that they can support the client(s)
 - Maintains focus and attention to detail to consistently achieve 99% - 100% accuracy
- *Client management:* Displays a strong client service orientation internally
- *People management:* Is a team player
- *Training:* Completes all required training and available certifications; seeks out additional training opportunities

Qualifications

- Key competencies for legal services:
 - Strong analytical skills
 - Exceptional process orientation
 - Attention to detail
 - Flexibility in working on any of the tools required
 - Excellent data management and data extraction skills
 - Superior writing and research skills
 - Superior ability to search and process information

- Education: Law degree required

Practice Areas

Please click the link to our website below for further detailed information on each of our practice areas:

<https://mindcrest.com>

Outline Recruitment Process

Our selection process begins with a Screening Assessment which measures reading comprehension, aptitude, and writing skills.

Upon clearing the assessment, you will go through two levels of interviews (HR & Delivery).

Contact Information

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Mindcrest Inc. is a leading legal services company that specializes in Contracts Management, Compliance, Legal Analytics, and Litigation & Investigations.

We offer innovative technology-driven results to many of the world's largest organizations. By combining legal expertise with strong project management, Mindcrest delivers high-quality, cost-effective solutions to clients across multiple industries.

Mindcrest has delivery centers in Chicago, New York, London, and Pune, India.

For more information, visit [mindcrest.com](https://www.mindcrest.com).