



Job Description- CIR- Temporary Associate

Who we are:

Integreon is a trusted, global provider of award-winning legal, document, business and research support solutions to leading law firms, legal departments, financial institutions and professional services firms. We apply a highly trained, experienced staff of 2,400 associates globally to a wide range of problems that require scale and expertise, enabling clients to become more operationally efficient by streamlining operations, maximizing investment and improving the quality of work they provide their end clients. With delivery centers on four continents, Integreon offers multi-lingual, around-the-clock support, as well as, onshore, offshore and onsite delivery of our award-winning services.

For more information about Integreon, please visit www.Integreon.com

Role and Responsibilities

Technical

- Performs first level data entry task in accordance with project guidelines and counsel feedback
- Provides sample documents/queries as needed and escalates queries and concerns related to the work performed
- Contributes best practices for the work performed
- Reports metrics appropriately
- Maintains confidentiality of all organization and client information

Functional Skills

- Fluent in written and oral communication in English
- High level of positive attitude
- Sound management skills
- Responsible to ensure accurate time tracking by self
- Responsible for compliance with ISO standards
- Should be comfortable to work in rotating shifts

Successful Profile

- Fluent in written and oral English at all levels both internally and externally
- Effective time management skills
- Professional approach to problem solving
- Good decision-making abilities on the job
- Target Driven
- Keen eye for detail
- Ability to adapt any process changes in a minimal time period
- High level of positive attitude



Qualification

Graduate (or equivalent)

Experience

0 - 2 years' experience of Data Entry

Job Location

Goregaon, Mumbai

Job Reports to

Team Lead, Legal Services