

Client Service Specialist – Client Services Focus

FLSA Status: Non-Exempt

Reports to: Chief Marketing and Revenue Officer

Hours: 9:30am to 5:30pm with flexibility for extra hours (hybrid)

Enterprising marketing and client service professional sought to support the Case Evaluation and Client Development Teams at a plaintiffs' securities litigation firm. Responsibilities include conducting research on foreign actions, drafting client updates, tracking matters and contacts within proprietary software, and preparing and organizing documents necessary for clients to participate in litigation.

The ideal candidate will have at least five years of experience in marketing or client services, strong research skills, and attention to detail. They should be an excellent communicator, both in writing and speech, self-driven, and enthusiastic about taking on challenging projects. Flexibility in handling changing priorities is essential. Knowledge of the PSLRA, stock market, trading, finance, and familiarity with SEC filings is strongly preferred.

Responsibilities Include:

- ✘ Proofreading client reports;
- ✘ Preparing initial drafts of written case updates for clients based on materials provided by attorneys;
- ✘ Maintaining calendars for group tasks and deadlines;
- ✘ Maintaining and updating charts and an internal program tracking client involvement in cases and status;
- ✘ Assisting with assembling and tailoring materials for clients participating in cases;
- ✘ Assisting business development attorneys in evaluating prospective institutional clients and preparing client pitches by assembling client intelligence and track records of involvement in litigation; and
- ✘ Assisting team attorneys in researching potential and filed cases, including using all available sources, including the internet, SEC-EDGAR filings, ThomsonOne, and Westlaw/Lexis for obtaining the necessary information in a timely, concise fashion.

Knowledge and Skills Requirements:

- ✘ 5+ years of experience as a marketing or client services professional;

- ✘ Proficient in Westlaw or Lexis, PACER and other legal/business sites like Bloomberg Law, Refinitiv and S&P Global;
- ✘ Strong proofreading skills;
- ✘ Self-driven and motivated problem solver;
- ✘ Excellent communicator skilled in juggling multiple requests;
- ✘ Proficient in internet researching and office programs like Word, Excel, Access, Adobe;
- ✘ Must be willing to work overtime on a regular basis;
- ✘ Finance background or general understanding of financial investments and securities litigation a plus.

Please submit your resume and cover letter to careers@labaton.com.