**Conflicts Analyst Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a Conflicts Analyst who can think in an analytical way about our vulnerability risks and standards, then work with cross-functional teams to guide them toward improvement efforts. represent clients in legal proceedings, draw up legal documents, and advise clients on legal transactions.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Create reports, communicate solutions, and drive vulnerability management results.
* Survey team members and peer groups
* Organize departmental content
* Craft progress reports and presentations to keep your stakeholders informed and engaged.

### About you

* [insert number] years of experience in business analysis, project management, or other directly related experience
* Excellent written and verbal communication; must be able to communicate across the business line and skill level
* Documentation development and maintenance
* Control and Standard development and testing
* Producing, publishing, and distributing operational reports pertaining to the status of products and vulnerabilities
* Problem-solving
* Organizing team artifacts, projects, and work queues
* Project management
* Ensure meeting notes are kept and progress is well documented
* Acting as a liaison with various departments, management, and staff to coordinate remediation efforts and mitigate risk
* Ability to review, analyze, and evaluate vulnerability management reports

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]